Naval Aircrewman - Operator (AWO)

July 2022

LaDR
NAVY LEARNING and DEVELOPMENT ROADMAP

Introducing

OaRS
OCCUPATIONAL and READINESS STANDARDS

MyNAVYHR
Serving Sailors 24/7

United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.

The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will
obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend
freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

CAREER ROADMAP

Airman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Naval Aircrewman - Operator community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

What is a Career Roadmap for Naval Aircrewman - Operator?

Naval Aircrewman - Operator roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Airman Recruit through Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Sailor.

What is the Enlisted Learning and Development Continuum?

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

Do Sailors have to follow the Roadmap?

Yes. The Naval Aircrewman - Operator roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, Naval Aircrew Candidate School, and Naval Aircrewman Operator "A" School at Naval Air Station Pensacola FL, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

Notes:

Naval Aircrewman Operators (AWO). AWOs belong to a diverse and highly specialized community serving in multiple aviation platforms. AWOs operate various airborne electronic systems in support of Anti-Submarine Warfare (ASW), Anti-Surface Warfare (ASUW), Search and Rescue (SAR), Combat Search and Rescue (CSAR), Electronic Support (ES), Intelligence, Surveillance, and Reconnaissance (ISR), humanitarian aid, and logistics missions onboard P-3, EP-3 and P-8 aircraft, and within Tactical Operations Control Squadrons (TOCRON). Members also serve as Unmanned Aircraft Systems (UAS) pilots and Mission Payload Operators (MPO) for the MQ-4C and various other unmanned platforms.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
27-30	AWOCM	18.7 Yrs	CMC, CSEL	36	4th Shore Tour Detailer, NAVAIR, NAWCTSD, FRS, MPRWS, CPRG/P, CPRW-10/11, CTF
24-27	AWOCM AWOCS	18.7 Yrs 18.6	CMC, CSC, CSEL	36	4th Sea Tour Duty: VP, VQ, VPU, MTOC, SRT, VUP, FSU, NOPF, ONI Qualification: ACTC LVL 500, ACTC/TMTC LVL 400, WO, BWC, CRMF, CRMI Collateral: DLCPO, DET LCPO, SEL
21-24	AWOCM AWOCS AWOC	18.7 Yrs 18.6 14.0	CWO, CSEL, ECM, CMC, CSC, Detailer, Placement Coordinator, Rating Specialist, Instructor Duty, RDC	36	3rd Shore Tour Duty: TYCOM, "A" School, CNATTU, TOC, ASTC, VX, VUP, NAWCTSD, NAVAIR, ONI, NOPF, SRT, FRS, PERS, MPRWS, WTU Qualification: ACTC LVL 500, ACTC/TMTC LVL 400, NATOPS Evaluator/Instructor, FIUTI, MTS, WO, BWC, IUSS, CRMF, CRMI Collateral: ECM, Detailer, Rating Specialist, CPRG/P, TRNG/OPS/NATOPS LCPO, MPRWS FLEET TRAINING LCPO, CPRW, WTU/TTT LCPO
17-21	AWOCS AWOC AWO1	18.6 Yrs 14.0 9.6	CWO, OCS, MECP, CSEL, CSC, Special Projects, PEP, LCAC, SRT	42	3rd Sea Tour Duty: VP, VQ, VPU, BSDC, MTOC, SRT, UAS, ONI, QRC, FSU, SEA OP DET, CV TSC, PRDO Qualification: ACTC LVL 500, ACTC/TMTC LVL 400, TMTC LVL 300, NATOPS Instructor, WO, BWC, CRMF, CRMI Collateral: TRNG/OPS/NATOPS LCPO, Tactics Division LPO/LCPO, DLCPO, DET LCPO

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YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
14-17	AWOCS AWOC AWO1	18.6 Yrs 14.0 9.6	CWO, CSEL, ECM, CSC, Placement Coordinator, Rating Specialist, Instructor Duty, RDC	36	2nd Shore Tour Duty: NAVAIR, FRS, SRT, ASTC, UAS, VUP, MPRWS, WTU, TYCOM, "A" school, CNATTU, TOC, VX, NAWCTSD, ONI, NOPF Qualification: ACTC LVL 500, ACTC LVL/TMTC LVL 400, NATOPS Evaluator/Instructor, FIUTI, MTS, WO, BWC, IUSS, CRMF, CRMI Collateral: Instructor, LPO, DLCPO, Division LCPO, SEL
10-14	AWOC AWO1 AWO2	14.0 Yrs 9.6 3.8	CWO, STA-21, OCS, MECP, Special Projects, PEP, SRT, LCAC, NSWG	42	2nd Sea Tour Duty: VP, VQ, BSDC, FSU, QRC, MTOC, SRT, ONI, LCAC, SEA OP DET, VPU, CV TSC, PRDO Qualification: ACTC LVL 500, ACTC/TMTC LVL 400, TMTC LVL 300, NATOPS Instructor, FIUTI, WO, BWC, CRMF, CRMI Collateral: Department/ Division/Branch LPO, CPO, LCPO
7-10	AWOC AWO1 AWO2 AWO3	14.0 Yrs 9.6 Yrs 3.8 1.6	STA-21, OCS, MECP, Instructor Duty, RDC, Recruiter	36	1st Shore Tour Duty: FRS, NACCS, "A" School, VUP, TOC, MPRWS, WTU, CNATTU, ASTC, VX, ONI, NOPF Qualification: MTS, NATOPS Evaluator/Instructor, FIUTI, ACTC LVL 500, ACTC/TMTC LVL 400, CRMF, CRMI, JOOD, Watch Sup Collateral: Instructor, Department/ Division/Branch LPO/CPO
2-7	AWO1 AWO2 AWO3	9.6 Yrs 3.8 1.6	STA-21, OCS, MECP, Naval Academy	54	1st Sea Tour Duty: VP, VQ Qualification: ACTC LVL 400, NAWS, ACTC LVL 300, EAWS, NATOPS Instructor, CRMF, CRMI Collateral: Aircrewman, NATOPS PO, Training PO, Tactics PO, Schedules PO, Logs and Records PO

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YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
1-2+/-	AWOAN AWOAA Accession Training	24 Months			Recruit Training, NACCS, NATTC, FRS, SERE and all initial accession pipeline schools or training events required to be completed prior to reporting to operational command

Notes:

1. "A" School is required.

2. Member must volunteer for duty involving flying.

3. Upon completion of initial training pipelines, AWOs are typically closed-loop detailed by NEC/platform to fill crew seat ratio (CSR) until there is no longer a need for that NEC. Due to Fleet manning priorities, AWO's are not typically provided the opportunity to pursue shore duty outside of their respective community such as RDC and Navy Recruiting.

4. In addition to operational duties, all AWOs are required to maintain minimum Naval Aircrew standards as well as maintain a SECRET or higher security clearance. AWOs follow the traditional career path for tactical operations and are not eligible for maintenance qualifications (i.e. SFF/CDI/CDQAR/QAS/Maintenance Supervisor, etc.)

5. ECM, Detailer, Rating Specialist, SDC, QRC and FSU billets are filled by personnel who are selectively recruited based on their rating skill set, experience and unquestionable character.

6. If the member is assigned to a position requiring NEC 805A and does not attain the MTS qualification, it should be considered a detractor.

7. AWOs must attend refresher training at the FRS if distributed to a billet not requiring regular flight duties exceeding 18 months from T/M/S. Introduction of new airframes required a few individuals to deviate from the normal sea/shore rotation and may exceed their normal PST/NST. These members were distributed based on airframe knowledge and experience required to establish formal classroom and flight training for transitioning commands.

8. TOCRON's primary mission is to provide full mission support to Maritime Patrol and Reconnaissance Forces (MPRF) and Carrier Operations (CV/TSC) with a mobile, expeditionary command, control, communications, and computers, intelligence, surveillance, and reconnaissance (C4I) suite, at a Main Operating Base (TOC) or Forward Operating Site (MTOC).

9. ACTC Level 500. Lack of this qualification should not be considered a detractor due to limited opportunity to attain the qualification.

10. Aircrew Training Continuum qualifications (ACTC LVL) **SHALL** be listed in block 29 (*2019 and subsequent*).

11. Acronyms specific to the AW rating include:

AAS	Advanced Airborne Sensor
ACTC	Aircrew Training Continuum
ADMAT	Administrative and Material Inspection
ASTC	Aviation Survival Training Command
BWC	Battle Watch Captain
BSDC	BUPERS Sea Duty Component
CNATTU	Center for Naval Aviation Technical Training Unit
CPRW	Commander Patrol Reconnaissance Wing

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CRMI	Crew Resource Management Instructor
CRMF	Crew Resource Management Facilitator
CTF	Commander Task Force
CPRG	Commander Patrol Reconnaissance Group
CV TSC	Carrier Tactical Support Center
DAU	Defense Acquisition University
EAWS	Enlisted Aviation Warfare Specialist
ECM	Enlisted Community Manager
ESMSUP	Electronic Support Measures Supervisor
ESOP	Electronic Support Operator
FRS	Fleet Replacement Squadron
FIUTI	Fleet Instructor under Training Instructor
FSU	Fleet Support Unit
IUSS	Integrated Undersea Surveillance System
LCAC	Landing Craft Air Cushion
LSRS	Littoral Surveillance Radar System
MTOC	Mobile Tactical Operations Center
MPO	Mission Payload Operator
MTS	Master Training Specialist
MPRWS	Maritime Patrol Reconnaissance Weapon School
NACCS	Naval Aircrew Candidate School
NAPP	Naval Aviation Production Process
NATOPS	Naval Aviation Training Operations Procedures and Standardization
NATTC	Naval Aviation Technical Training Center
NAWC	Naval Aviation Warfare Center
NAWS	Naval Aircrew Warfare Specialist
NOPF	Naval Oceanographic Processing Facility
NSWG	Naval Special Warfare Group
ONI	Office of Naval Intelligence
PAAP	Pre-Advanced Readiness Program
PEP	Personal Exchange Program
PRDO	Personal Recovery Operations
QRC	Quick Reaction Capability
SFOP	Story Finder Operator
SIUTI	FRS Staff Instructor Under Training Instructor
SRT	Special Reconnaissance Team
STRATCOM	Strategic Command
TACTIP	Tactical Training Improvement Program
TOC	Tactical Operations Center
TOCRON	Tactical Operations Control Squadron
TMTC	TACMOBILE Training Continuum
TTT	TACMOBILE Training Team
UAS	Unmanned Aerial System
VRC	Fleet Logistics Support Squadron
VP	Patrol Squadron
VPU	Patrol Squadron Special Projects
VQ	Fleet Air Reconnaissance Squadron
VX	Air Test and Evaluation Squadron
VXS	Scientific Development Squadron
WO	Watch Officer
WTI	Weapons Tactics Instructor
WTU	Weapons Tactics Unit

Considerations for advancement from E6 to E7

1. Sea Assignments (VP, VQ, VPU, TOCRON, CV TSC, FSU, BSDC, SRT, SEA OP DET, ONI)
   - Documented utilization of advanced in-rate qualifications and subject matter expertise.
     Members **SHALL** be qualified as an ACTC or TMTC LVL 400 or higher in order to be
     considered **"Fully Qualified"** for CPO. Aircrew who qualify as an ACTC LVL 500 Weapons and

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Tactics Instructor, NATOPS Instructor, Assistant NATOPS Instructor, or CRMI are considered **"Best Qualified"** and should receive favorable consideration.
Aircrew assigned to SRT (NSW) are able to qualify as NATOPS Instructors/Evaluators for the RQ UAS system

- Documentation of flight time should be included in block 29 (2018 and beyond) for Sailors assigned to VP, VQ, VPU, FSU, BSDC, PRDO or SRT. Favorable consideration should be given to those Sailors who complete greater than the minimum requirement of 48 hours per year.

- At least two warfare pins (NAWS primary; EAWS or EIWS Secondary) for **"Fully Qualified"**
  o Members assigned to NOPF assignments should qualify IUSS
  o Members assigned to SRT, DEVGRU or PRDO assignments should qualify EXW
  o Members assigned to CV TSC should qualify ESWS.

- In addition to qualifications, **"Fully Qualified"** candidates must have excelled in challenging leadership positions as a Division or Department LPO such as:
  o Training Department
  o Operations Department
  o Tactics Department
  o AWO Division LPO
  o Safety/NATOPS Department
  o CV/TSC (SeaOpDet)
  o TOCRON LPO
  o NSW SRT UAS Mission Commander (MC)
  o NSW SRT UAS Site Lead
  o NSW NEC's 837A or 854A or 838A – **"Fully Qualified"**

- Due consideration should be given to individuals who have significantly contributed to highly successful Fleet NATOPS evaluations (FNE); Operational Readiness Evaluations (ORE); AW Training Improvement Program (AWTIP); Administrative and Material Evaluation (ADMAT) inspection; squadron receipt of the Battle Efficiency Award; Arnold J. Isabel trophy for ASW Excellence and the Theodore Ellyson Award for Aviator Production; Golden Anchor; Retention Excellence Award.

- Weapons and Tactics Instructor (WTI/ACTC LVL 500) Qualification or Battle Watch Captain (BWC) for TOCRON. WTI/BWC qualifications **ARE NOT** required for advancement to E-7, but are considered the highest level of qualification achievable as a Naval Aircrewman Operator. If not qualified as a WTI/BWC, member should be contributing to development of training, tactics and procedures that serve to enhance combat effectiveness.

- P-3 to P-8 platform transition has resulted in non-standard sea/shore flow. Shortened or prolonged tours are not a detractor unless otherwise specified in the service member's OMPF.

- Many Sailors have cross-rated into the AWO community due to platform sundown of the P-3. Due consideration should be given to those Sailors who were **FULLY** qualified in their previous rating.

- Documentation of command collaterals with impact, PME, professional certifications, off-duty education, involvement in the FCPOA, and Sailor 360 should receive favorable consideration.

2. Shore Assignments
- (Priority 1) Fleet Replacement Squadron (FRS) and Weapons School (MPRWS). FRS/MPRWS candidates are individually recruited from the best of the MPRA community. FRS/MPRWS should be considered arduous shore duty due to the high-tempo nature of operations. Favorable consideration should be given to those Sailors who excel while assigned to MPRWS/WTUs; although the summary group may be small, due to limited command billets, these Sailors' contributions to warfighting effectiveness impact the entire Maritime Patrol and Reconnaissance Community.

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- (Priority 2) Strong consideration should be afforded to Aircrewman Operators who break out in traffic during tours at WTU, NACCS, NATTC, CNATT, PERS, BUPERS, and VUP.
    - Sailors **SHALL** attain Master Training Specialist (MTS) if assigned an NEC of 805A. Favorable consideration should be given to those individuals who are serving on instructor duty and have excelled as Track Lead; Lead Instructor; Course Supervisor or Navy Military Training Instructor (NMTI).
    - Weapons and Tactics Instructor (WTI/ACTC LVL 500) Qualification or Battle Watch Captain (BWC) for TOCRON. WTI/BWC qualifications **ARE NOT** required for advancement to E-7, but are considered the highest level of qualification achievable as a Naval Aircrewman Operator. If not qualified as a WTI/BWC, member should be contributing to development of training, tactics and procedures that serve to enhance combat effectiveness.
    - IAW MPM 1220-010, the Naval Aircrewman Operator rating is a special program which involves high risk, and is physically demanding, requiring above average physical fitness and strong swimmer skills. Failed PFAs within the last two years deter from this requirement and should be considered a detractor.

Considerations for advancement from E7 to E8

1. Sea Assignments (VP, VQ, VPU, TOCRON, CV TSC, FSU, BSDC, SRT, DEVGRU, PRDO, ONI)
    - Due consideration should be given to **eligible** CPO's who have attended the Senior Enlisted Academy.

    - Documented utilization of advanced in-rate qualifications and subject matter expertise. Members **SHALL** be qualified as an ACTC or TMTC LVL 400 or higher in order to be considered **"Fully Qualified"** for SCPO. Aircrew who qualify as an ACTC LVL 500 Weapons and Tactics Instructor, Battle Watch Captain (BWC), NATOPS Instructor, Assistant NATOPS Instructor, or CRMI are considered **"Best Qualified"** and should receive favorable consideration. ***Aircrew assigned to SRT (NSW) are able to qualify as NATOPS Instructors/Evaluators for the RQ UAS system***

    - Documentation of flight time should be included in block 29 (2018 and beyond) for Sailors assigned to VP, VQ, VPU, FSU, BSDC, PRDO or SRT. Favorable consideration should be given to those Sailors who complete greater than the minimum requirement of 48 hours per year.

    - At least two warfare pins (NAWS primary; EAWS or EIWS Secondary) for **"Fully Qualified"**
        - Members assigned to NOPF assignments should qualify IUSS
        - Members assigned to SRT, DEVGRU or PRDO assignments should qualify EXW
        - Members assigned to CV TSC should qualify ESWS.

    - At least 12 months in a Departmental Leading Chief Petty Officer billet with documentation of subordinate development, and contributions towards enhancement of mission effectiveness of the command.
        - Training Department LCPO
        - Tactics Department LCPO
        - Operations Department LCPO
        - Safety/NATOPS Department LCPO
        - AW Division LCPO
        - TOCRON LCPO
        - NSW SRT UAS Mission Commander (MC)
        - NSW SRT UAS Site Lead
        - NSW NEC's 837A or 854A or 838A – **"Fully Qualified"**

    - Due consideration should be given to individuals who have significantly contributed to the AWO Task Force, and highly successful Fleet NATOPS evaluations (FNE); Operational Readiness Evaluations (ORE); AW Training Improvement Program (AWTIP); Administrative and Material Evaluation (ADMAT) inspection; squadron receipt of the Battle Efficiency Award; Arnold J.

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Isabel trophy for ASW Excellence and the Theodore Ellyson Award for Aviator Production; Golden Anchor; Retention Excellence Award.

- Favorable consideration should be afforded to those who have demonstrated successful leadership as Detachment/Exercise LCPOs or have documented contributions to initial accession training pipeline efficiencies or development of improved tactics/procedures.

- Favorable consideration should be given to those individuals who have made significant contributions to the improvement of the AWO rating through active participation in the following: AERR, PQS/NATOPS development, TACTIP involvement, ATHENA contributions, JTDA entry, Front End Analysis research, and Selection Board Recorder. These efforts contribute significantly to the enhancement of the AWO rate's combat effectiveness.

- Weapons and Tactics Instructor (WTI/ACTC LVL 500) Qualification or Battle Watch Captain (BWC) for TOCRON. WTI/BWC qualifications **ARE NOT** required for advancement to E-8, but are considered the highest level of qualification achievable as a Naval Aircrewman Operator. If not qualified as a WTI/BWC, member should be contributing to development of training, tactics and procedures that serve to enhance combat effectiveness.

- Documented involvement within the CPO Mess, Sailor 360, CPO Initiation programs and mentorship of junior officers should be considered favorable.

- P-3 to P-8 platform transition has resulted in non-standard Sea/Shore flow. Shortened or prolonged tours are not a detractor unless otherwise specified in the service member's OMPF.

2. Shore Assignments
   - (Priority 1) Fleet Replacement Squadron (FRS) and Weapons School (MPRWS). FRS/MPRWS candidates are individually recruited from the best of the MPRA community. FRS/MPRWS should be considered arduous shore duty due to the high-tempo nature of operations. Favorable consideration should be given to those Sailors who excel while assigned to MPRWS/WTUs; although the summary group may be small, due to limited command billets, these Sailors' contributions to warfighting effectiveness impact the entire Maritime Patrol and Reconnaissance Community.
     - o Documentation of flight time should be included in block 29 (2018 and beyond) for Sailors assigned to a VP, VX and the Maritime Patrol and Reconnaissance Weapons School. Favorable consideration should be given to those Aircrewman who fly greater than the minimum requirement of 48 hours per year.

   - (Priority 2) Strong consideration should be afforded to Aircrewman Operators who break out in traffic during tours at WTU, NACCS, NATTC, CNATT, PERS, BUPERS, and VUP.
     - o Sailors **SHALL** attain Master Training Specialist (MTS) if assigned an NEC of 805A.
     - o Weapons and Tactics Instructor (WTI/ACTC LVL 500) Qualification or Battle Watch Captain (BWC) for TOCRON. WTI/BWC qualifications **ARE NOT** required for advancement to E-8, but are considered the highest level of qualification achievable as a Naval Aircrewman Operator. If not qualified as a WTI/BWC, member should be contributing to development of training, tactics and procedures that serve to enhance combat effectiveness.
     - o IAW MPM 1220-010, the Naval Aircrewman Operator rating is a special program, which involves high risk, and is physically demanding, requiring above average physical fitness and strong swimmer skills. Failed PFAs within the last two years deter from this requirement and should be considered a detractor.

   - CPO's who attain PM LVL1 (12-month qualification) or PM LVL2 (24-month qualification), should receive favorable consideration as an attainment of this qualification results in job work/scope at the level of a Master Chief Petty Officer.

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Considerations for advancement from E8 to E9

1. Sea Assignments (VP, VQ, VPU, TOCRON, CV TSC, FSU, BSDC, SRT, DEVGRU, PRDO, ONI, CTF)
   - Graduate of the Senior Enlisted Academy

   - Documentation of flight time should be included in block 29 (2018 and beyond) for Sailors assigned to VP, VQ, VPU, FSU, BSDC, PRDO, or SRT. Favorable consideration should be given to those Sailors who complete greater than the minimum requirement of 48 hours per year.

   - Department Leading Chief Petty Officers in the following billets
     - Training Department LCPO
     - Tactics Department LCPO
     - Operations Department LCPO
     - Safety/NATOPS Department LCPO
     - AW Division LCPO
     - TOCRON LCPO
     - NSW SRT UAS Mission Commander (MC)
     - NSW SRT UAS Site Lead
     - NSW NEC's 837A or 854A or 838A – **"Fully Qualified"**

   - Due consideration should be given to individuals who have significantly contributed to the AWO Task Force and highly successful Fleet NATOPS evaluations (FNE); Operational Readiness Evaluations (ORE); AW Training Improvement Program (AWTIP); Administrative and Material Evaluation (ADMAT) inspection; squadron receipt of the Battle Efficiency Award; Arnold J. Isabel trophy for ASW Excellence and the Theodore Ellyson Award for Aviator Production; Golden Anchor; Retention Excellence Award.

   - Favorable consideration should be afforded to those who have demonstrated successful leadership as Detachment/Exercise LCPOs or have documented contributions to initial accession training pipeline efficiencies or development of improved tactics/procedures.

   - Favorable consideration should be given to those individuals who have made significant contributions to the improvement of the AWO rating through active participation in the following: AERR, PQS/NATOPS development, TACTIP involvement, ATHENA contributions, JTDA entry, Front End Analysis research, and Selection Board Recorder. These efforts contribute significantly to the enhancement of the AWO rate's combat effectiveness.

   - Weapons and Tactics Instructor (WTI/ACTC LVL 500) Qualification or Battle Watch Captain (BWC) for TOCRON. WTI/BWC qualifications **ARE NOT** required for advancement to E-9, but are considered the highest level of qualification achievable as a Naval Aircrewman Operator. If not qualified as a WTI/BWC, member should be contributing to development of training, tactics and procedures that serve to enhance combat effectiveness.

   - Due consideration should be afforded to those who have demonstrated successful leadership as Command Senior Enlisted Leaders (designated by the CO).

   - Documented involvement within the CPO Mess, Sailor 360, CPO Initiation programs and mentorship of junior officers should be considered favorable.

   - P-3 to P-8 platform transition has resulted in non-standard Sea/Shore flow. Shortened or prolonged tours are not a detractor unless otherwise specified in the service member's OMPF.

2. Shore Assignments
   - (Priority 1) Fleet Replacement Squadron (FRS) and Weapons School (MPRWS). FRS/MPRWS candidates are individually recruited from the best of the MPRA community. FRS/MPRWS should be considered arduous shore duty due to the high-tempo nature of operations. Favorable consideration should be given to those Sailors who excel while assigned to MPRWS/WTUs; although the summary group may be small, due to limited command billets,

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these Sailors' contributions to warfighting effectiveness impact the entire Maritime Patrol and Reconnaissance Community.

- o Documentation of flight time should be included in block 29 (2018 and beyond) for Sailors assigned to a VP, VX and the Maritime Patrol and Reconnaissance Weapons School. Favorable consideration should be given to those Aircrewman who fly greater than the minimum requirement of 48 hours per year.

- (Priority 2) Strong consideration should be afforded to Aircrewman Operators who break out in traffic during tours at WTU, NACCS, NATTC, CNATT, PERS, BUPERS, and VUP.
  - o Sailors **SHALL** attain Master Training Specialist (MTS) if assigned an NEC of 805A.
  - o Weapons and Tactics Instructor (WTI/ACTC LVL 500) Qualification or Battle Watch Captain (BWC) for TOCRON. WTI/BWC qualifications **ARE NOT** required for advancement to E-9, but are considered the highest level of qualification achievable as a Naval Aircrewman Operator. If not qualified as a WTI/BWC, member should be contributing to development of training, tactics and procedures that serve to enhance combat effectiveness.
  - o IAW MPM 1220-010, the Naval Aircrewman Operator rating is a special program which involves high risk, and is physically demanding, requiring above average physical fitness and strong swimmer skills. Failed PFAs within the last two years deter from this requirement and should be considered a detractor.

- Senior Chiefs who attain PM LVL1 (12-month qualification) or PM LVL2 (24-month qualification), should receive favorable consideration as an attainment of this qualification results in job work/scope at the level of a Master Chief Petty Officer.

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Naval Aircrewman Operator (AWO) belong to a diverse community highly specialized in the platform to which they are assigned. AWOs operate various aircraft systems to support Anti-Submarine (ASW), Anti-Surface (ASUW), Search and Rescue (SAR), Combat Search and Rescue (CSAR), Electronic Countermeasure (ESM) and Logistic missions onboard P-3 and P-8 aircraft. Members may serve as Unmanned Aerial Systems (UAS) pilots and payload operators or be assigned to Tactical Mobile Operations Centers as an Analyst, System Operator or Watch Officer.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE ROTATION	TYPICAL CAREER PATH DEVELOPMENT
26-30	AWCM	20.9 Yrs	CSEL	N/A	Billet: CSEL, ASW Ops Duty: VP, NRPDC, TSC Position: SS1, SS3
24-26	AWCM AWOCS	20.9 Yrs 17.2	CSEL	N/A	Billet: CSEL, LCPO, SEA, ASW Operations Duty: VP, VUP, MTOC, TSC, TSU Position: SS1, SS3 Qualification: NI, NE, UAS Operator, TOC Watch Officer, SEA Instructor
20-24	AWOCS AWOC AWO1	17.2 Yrs 14.4 9.2	OCS, MECP, CWO, NROTC, RDC	N/A	Billets: CSEL, Instructor, Operations CPO, NATOPS CPO, Training CPO Duty: VP, VUP, MTOC, TSC, NASC Position: SS1, SS3 Qualification: NE, NI, UAS Operator, TOC Watch Officer, SEA
16-20	AWOCS AWOC AWO1	17.2 Yrs 14.4 9.2	STA-21, OCS, MECP, CWO, NROTC	N/A	Billets: NATOPS LPO/LCPO, Aircrew Training LPO/LCPO, Operations LPO/LCPO Duty VP, VUP, MTOC, TSC, TSU Position: SS1, S3 Qualification: NE, NI, UAS Operator, TOC Watch Officer, SEA
12-16	AWOC AWO1 AWO2	14.4 Yrs 9.2 3.7	STA-21, OCS, MECP, LDO, CWO, NROTC	N/A	Billets: Operations LPO, Training LPO, NATOPS LPO Duty: VP, VUP, MTOC, TSC, TSU Position: SS1, SS3 Qualification: ANI, NI, IUT, UAS Operator
9-12	AWO1 AWO2	9.2 Yrs 3.7	STA-21, OCS, MECP, LDO, NROTC	N/A	Billets: Aircrew Training LPO, Schedules Petty Officer/LPO, NATOPS Instructor/LPO, Duty: VP, VUP, MTOC, TSC, TSU Position: SS1, SS2, SS3, TOC Analyst Qualifications: ANI, NI, UAS Operator

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE ROTATION	TYPICAL CAREER PATH DEVELOPMENT
6-9	AWO2 AWO3	3.7 Yrs 1.8	STA-21, OCS, MECP, NROTC, RDC	N/A	Billets: Operations PO, NATOPS PO, Training PO, Maintenance PO, Instructor Duty: VP, VUP, MTOC, TSC, TSU Position: SS1, SS2, SS3, TOC Analyst Qualification: UAS Operator
2-6	AWO2 AWO3	3.7 Yrs 1.8	STA-21, OCS, MECP, Naval Academy, NROTC	N/A	Billets: Aircrewman, Operations Clerk, NATOPS Clerk, Training PO Duty: VP, VUP, MTOC, TSC, TSU Position: SS1, SS2, SS3, TOC Analyst Qualification: NAWS, EAWS, UAS Operator.
1+/-	AWOAN AWOAA Accession Training	9 Months	STA-21, OCS, MECP, Naval Academy, NROTC	N/A	Recruit Training, NACCS, SERE, NACS, FRS and all initial accession pipeline schools or training events required to be completed prior to reporting to their first operational command.

NOTES:
1. "A" school required.

2. This is a compression rating - AWF/AWS/AWR/AWO at the Master Chief paygrade.

3. Upon completion of initial training pipelines, AWOs are typically close-looped detailed by their NEC/platform until there is no longer a need for that particular NEC.

4. Member must volunteer for duty involving flying.

5. May be required to attend refresher training at a Fleet Replacement Squadron upon completion of duty not involving flying. Participate in annual NATOPS evaluations.

6. AWOs qualify through an Aircrew Training Continuum (ACTC 100-500) process (Level 100 FRS Graduate, Level 200 Cond Qual, Level 300 Positional Qual, Level 400 Positional Instructor, Level 500 WTI). Level 300 Positional Qualification is required within 18 months of checking into first operational command. Lack of achieving the ACTC Level 500 qualification should NOT be considered a detractor. Limited availability to attain WTI qualification due to a small number of class seats from the TYCOM per year.

7. Due to the limited availability of billets in geographical locations, it is not uncommon for SELRES AWOs to complete an entire career in one command or in one T/M/S community. AWOs do not follow a Sea/Shore rotation and are detailed based on NEC and Aircrew Qualifications. Due to the length of qualification time, it is not beneficial to the Navy Reserves to rotate AWOs between commands and platforms. Doing multiple tours in one command (Sea or Shore) should NOT be viewed as a detractor as long as the Sailor is fully qualified in assigned position and supporting the command's operational mission.

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8. AWOs shall be qualified as a Naval Aircrew Warfare Specialist (NAC) and should be designated as an Enlisted Aviation Warfare Specialist (AW) or any other warfare designator based upon type of assignment.

9. Aircrew Sailor assigned to a NOSC and Cross-Assigned into an Operational Aircrew billet should be maintaining flight currency or rating qualifications and actively supporting their Operational unit.

10. TOC and MTOC's primary mission is to provide full mission support to maritime patrol and reconnaissance forces (MPRF) with a mobile, expeditionary command, control, communications, and computers, intelligence, surveillance, and reconnaissance (C4I) suite, at a Main Operating Base (TOC) or Forward Operating Site (MTOC). Reserve TOCs and MTOCs are both considered a sea duty billet due to the unit's structure.

11. In addition to operational duties, all AWOs are required to maintain minimum Naval Aircrew standards, as well as maintain a SECRET or higher security clearance. AWOs follow the traditional career path for Tactical Operations and are not eligible for maintenance qualifications (i.e. SFF/CDI/CDQAR/QAS/Maintenance Supervisor, etc.)

12. ACRONYMS SPECIFIC TO THE AW RATE INCLUDE:

AAS	Advanced Airborne Sensor
ACTC	Aircrew Training Continuum
	(Level 200, Cond Qual, 300 Positional Qual, 400 Positional Instructor, 500WTI)
ASTC	Aviation Survival Training Command
ANI	Assistant NATOPS instructor
EAWS	Enlisted Aviation Warfare Specialist
ESMSUP	Electronic Support Measures Supervisor
ESOP	Electronic Support Operator
FRS	Fleet Replacement Squadron
FIUTI	Fleet Instructor Under Training
FRS	Fleet Replacement Squadron
FSU	Fleet Support Unit
IUSS	Integrated Undersea Surveillance System
IUT	Instructor Under Training
LSRS	Littoral Surveillance Radar System
MPO	Mission Payload Operator
MPRWS	Maritime Patrol Reconnaissance Weapon School
MPR WTI	P-3 and/or P-8 Maritime Patrol and Reconnaissance Weapons and Tactics Instructor
MTOC	Mobile Tactical Operations Center
MTS	Master Training Specialist
NACCS	Naval Aircrew Candidate School
NAPP	Naval Aviation Production Process
NASC	Naval Aviation Schools Command – Pensacola
NATOPS	Naval Aviation Training Operations Procedures and Standardization
NAWS	Naval Aircrew Warfare Specialist
NE	NATOPS evaluator
NI	NATOPS instructor
NRPDC	Navy Reserve Professional Development Center – New Orleans
NSWG	Naval Special Warfare Group
QRC	Quick Reaction Capability
SEA	Senior Enlisted Academy
SEL	Senior Enlisted Leader
SERE	Survival, Evasion, Resistance, Escape
SIUTI	FRS Staff Instructor Under Training Instructor
SWTI	Squadron Weapons Tactics Instructor
TOC	Tactical Operations Center
TMTC	TACMOBILE Training Continuum
	(Level 200, Cond Qual, 300 Positional Qual, 400 Positional Instructors)
TSC	Tactical Support Center
TTT	TACMOBILE Training Team

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UAS	Unmanned Aircraft Systems
VP	Patrol Squadron (P-3/P-8 platform)
VPU	Patrol Squadron Special Projects
VQ	Fleet Air Reconnaissance Squadron
VX	Air Test and Evaluation Squadron
VXS	Scientific Development Squadron
WTI	Weapons Tactics Instructor
WTU	Weapons Tactics Unit

13. NECs held by AWOs:

700A: Unmanned Aerial Vehicle (UAV) External Pilot [1]
701A: Unmanned Aerial Vehicle (UAV) Internal Pilot [1]
702A: Unmanned Aerial Vehicle (UAV) Payload Operator [1]
776A: Naval Aircrewman (Special Assignment) [2]
777A: Weapons and Tactic Instructor
805A: Instructor
812A: Professional Development Instructor
G03A: MQ-4C Unmanned Aircraft System (UAS) Mission Payload Operator [1]
G04A: TacMobile Systems Operator
G06A: P-3C Update III Acoustic Sensor Operator
G07A: P-8A Acoustic Systems Specialist Aircrewman [1]
G08A: P-3C Non-Acoustic Operator
G09A: P-8A Electronic Warfare Operator Aircrewman[1]
G30A: MQ-8B/C Mission Payload Operator (MPO) [1]
G31A: MQ-8B/C Air Vehicle Operator (AVO) [1]
G41A: TacMobile Watch Officer

NEC Notes:

(1) NEC not applicable to SELRES billets – NEC may be previously earned on Active Component and carried over to Reserve Component affiliation.

(2) Personnel assigned to this DNEC are assigned to BUPERS designated special billets with joint services, foreign services and special assignments where USN coding is not applicable. Naval aircrewmen assigned to these billets (ie. SEAL Team, UAV, UAS) cannot earn aircrew designation (NAC).

Considerations for advancement from E6 to E7

1. Sea Assignments (all)
- Shall be Naval Aircrew Warfare Specialist (NAC) Qualified
- Should be Enlisted Aviation Warfare Specialist qualified (EAWS)
- Shall be qualified ACTC Level 300 (Positional Qualified) in assigned position (Sensor Station 1, Sensor Station 3, AAW, EWO, MPO, or TOC Analyst to be considered for CPO.
- Documented utilization of advanced in-rate qualifications and subject matter expertise
  - Positional Instructor (ACTC Level 400)
  - NATOPS Instructor (NI or ANI)
  - NATOPS Evaluator (NE or FNE)
  - CRM Instructor Fleet Replacement Squadron (FRS) Instructor
  - Fleet Instructor Under Training (FIUT) Instructor
  - Weapons and Tactics Instructor (WTI/ACTC Level 500)
  - Tactical Mobile Watch Officer
- Excelling in leadership position as a Division or Department LPO with documented leadership in development
- If attached to a UAV Squadron, shall be qualified as UAV/UAS Operator
- Should be assigned as Leading Petty Officer (LPO) of Operations, NATOPS, or Aircrew Training
- Weapons and Tactics Instructor (WTI/ACTC Level 500) Qualification
  ***WTI qualification is not required for advancement to E-7 but is considered to be the pinnacle of Naval Aircrewman Operator qualifications. E-6's who have earned the WTI qualification should be given due consideration for advancement due to the selective nature utilized to obtain this designation.
- Command Collateral duties with documented impact to command mission, retention and morale.

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- FCPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.

2. Shore Assignments (all).

- Shall be Naval Aircrew Warfare Specialist (NAC) Qualified
- Should be Enlisted Aviation Warfare Specialist qualified (AW)
- Shall be qualified ACTC Level 300 (Positional Qualified) in assigned position (Sensor Station 1, Sensor Station 3, AAW, EWO, MPO, or Analysis Watchstander to be considered for CPO.
- If assigned to the Fleet Replacement Squadron (FRS), should be FRS Instructor qualified
- If assigned instructor duty, shall be designated 805A NEC and should attain Master Training Specialist (MTS) qualification.
- Documented utilization of advanced in-rate qualifications and subject matter expertise
  - Positional Instructor (ACTC Level 400)
  - NATOPS Instructor (NI or ANI)
  - NATOPS Evaluator (NE or FNE)
  - CRM Instructor
  - Fleet Replacement Squadron (FRS) Instructor
  - Fleet Instructor Under Training (FIUT) Instructor
  - Weapons and Tactics Instructor (WTI/ACTC Level 500)
  - Tactical Mobile Watch Officer
- Excelling in leadership position as a Division or Department LPO with documented leadership in development of subordinates to further command mission and vision.
- Should show active support to Training UIC assigned
- Command Collateral duties with documented impact to command mission, retention and morale.
- First Class Petty Officer Association (FCPOA) with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.

Considerations for advancement from E7 to E8

1. Sea Assignments (all)

- Shall be Naval Aircrew Warfare Specialist (NAC) Qualified
- Should be Enlisted Aviation Warfare Specialist qualified (AW)
- If assigned to a squadron, shall be qualified ACTC Level 400 (Positional Instructor) in assigned aircraft position (Sensor Station 1, Sensor Station 3, AAW, EWO, or MPO) to be considered for SCPO.
- If assigned to a TOC/MTOC, shall be Watch Officer qualified.
- Documented utilization of advanced in-rate qualifications and subject matter expertise
  - Positional Instructor (ACTC Level 400)
  - NATOPS Instructor (NI or ANI)
  - NATOPS Evaluator (NE or FNE)
  - CRM Instructor Fleet Replacement Squadron (FRS) Instructor
  - Fleet Instructor Under Training (FIUT) Instructor
  - Weapons and Tactics Instructor (WTI/ACTC Level 500)
- Excelling in leadership position with documented leadership in development of subordinates to further command mission and vision.
- Due consideration should be afforded to those who have demonstrated successful leadership as Detachment/Exercise LCPO/SELs.
- Favorable consideration should be given to those individuals who have made significant contributions to improvements of the AWO rating as well as professional development of Junior AWOs; PQS development and

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conference member, NATOPS development and conference member, and TACTIP involvement as these efforts contribute significantly to the enhancement of the AWO rate's combat effectiveness.
- Command Collateral Duty with documented impact to command mission, retention and morale
- Chief Petty Officer Association (CPOA) with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions.

2. Shore Assignments (all).
- Shall be Naval Aircrew Warfare Specialist (NAC) Qualified
- Should be Enlisted Aviation Warfare Specialist qualified (AW)
- If assigned to a squadron, shall be qualified ACTC Level 400 (Positional Instructor) in assigned aircraft position (Sensor Station 1, Sensor Station 3, AAW, EWO, or MPO) to be considered for SCPO.
- If assigned to a TOC/MTOC, shall be Watch Officer qualified.
- If assigned to the Fleet Replacement Squadron (FRS), shall be FRS Instructor qualified.
- If assigned instructor duty, shall be designated 805A NEC and attain Master Training Specialist (MTS) qualification.
- Documented utilization of advanced in-rate qualifications and subject matter expertise
  - Positional Instructor (ACTC Level 400)
  - NATOPS Instructor (NI or ANI)
  - NATOPS Evaluator (NE or FNE)
  - CRM Instructor Fleet Replacement Squadron (FRS) Instructor
  - Fleet Instructor Under Training (FIUT) Instructor
  - Weapons and Tactics Instructor (WTI/ACTC Level 500)
- Excelling in leadership position with documented leadership in development of subordinates to further command mission and vision.
- Due consideration should be afforded to those who have demonstrated successful leadership as Detachment/Exercise LCPO/SELs.
- Favorable consideration should be given to those individuals who have made significant contributions to improvements of the AWO rating as well as professional development of Junior AWOs; PQS development and conference member, NATOPS development and conference member, and TACTIP involvement as these efforts contribute significantly to the enhancement of the AWO rate's combat effectiveness.
- Command Collateral Duty with documented impact to command mission, retention and morale.
- Command CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions.

Considerations for advancement from E8 to E9

Selected Reserve (SELRES) Naval Aircrew ratings are compressed at the Master Chief level and Senior Chief Petty Officers will compete amongst qualified candidates in the AWO, AWS, AWR and AWO ratings for advancement to AWCM.

1. Sea Assignments (all)
- Shall be Naval Aircrew Warfare Specialist (NAC) qualified
- Shall be Enlisted Aviation Warfare Specialist qualified (EAWS)
- Senior Enlisted Academy or other service equivalent (required)
- If assigned to a squadron, shall hold positional qualifications in aircraft – Crew Chief, Flight Engineer, Loadmaster, Sensor 1, Sensor 3, AAW, EWO, MPO, Search and Rescue Swimmer and maintain currency and flight hours.
- If assigned to VUP or SEAL Team billet, qualified as UAS Operator (AVO/MPO)

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- If assigned to a TOC/MTOC as an AWR/AWO, shall be Watch Officer qualified.
- Excelling in leadership position as Senior Enlisted Leader (SEL) or Department Leading Chief Petty Officer (LCPO) with documented leadership in development of subordinates to further command mission and vision.
- Strong consideration for AWFs with maintenance related experience (ie. SFF, FSQAR, CDQAR)
- Strong consideration for AWO/S/Rs Squadron Weapons Tactics Instructors (SWTI/WTI)
- Strong consideration for AWO/S/Rs with documented utilization of advanced quals (ie. NATOPS Instructor/Evaluator, Fleet Replacement Squadron (FRS) Instructor, Fleet Instructor Under Training (FIUT) Instructor, Positional Instructor (ACTC Level 400), and Weapons and Tactics Instructor (WTI/ACTC Level 500).
- Strong consideration for significant contributions to improvements within their rating to include PQS development and conference member, NATOPS development and conference member, TACTIP involvement, Training Requirements Review (TRR) member, Initial Accession Training pipeline improvements, SEASOAG member, and Rating/Platform advisory, task, and working groups as these efforts contribute significantly to the enhancement of the combat effectiveness.
- Command Collateral Duty with documented impact to command mission, retention and morale
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.

2. Shore Assignments (all).
- Shall be Naval Aircrew Warfare Specialist (NAC) qualified
- Shall be Enlisted Aviation Warfare Specialist qualified (EAWS)
- Senior Enlisted Academy or other service equivalent (Required)
- If assigned to a squadron, shall hold positional qualifications in aircraft – Crew Chief, Flight Engineer, Loadmaster, Sensor Station 1, Sensor Station 3, or Search and Rescue Swimmer and maintain aircrew currency and flight hours
- If assigned to a TOC/MTOC as an AWR/AWO, should be Tactical/Mobile Watch Officer qualified.
- Excelling in leadership position as Senior Enlisted Leader (SEL) or Department Leading Chief Petty Officer (LCPO) with documented leadership in development of subordinates to further command mission and vision.
- Strong consideration for AWFs with maintenance related experience (ie. SFF, FSQAR, CDQAR)
- Strong consideration for AWO/S/Rs Squadron Weapons Tactics Instructors (SWTI/WTI)
- Strong consideration for AWO/S/Rs with documented utilization of advanced quals (ie. NATOPS Instructor/Evaluator, Fleet Replacement Squadron (FRS) Instructor, Fleet Instructor Under Training (FIUT) Instructor, Positional Instructor (ACTC Level 400), and Weapons and Tactics Instructor (WTI/ACTC Level 500).
- Strong consideration for significant contributions to improvements within their rating to include PQS development and conference member, NATOPS development and conference member, TACTIP involvement, Training Requirements Review (TRR) member, Initial Accession Training pipeline improvements, SEASOAG member, and Rating/Platform advisory, task, and working groups as these efforts contribute significantly to the enhancement of the combat effectiveness.
- Command Collateral Duty with documented impact to command mission, retention and
- CPOA with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- CPO Initiation with strong involvement and documented impact. Special consideration should be given to those in leadership positions.
- SAILOR 360 with strong involvement and documented impact. Special consideration should be given to those in leadership positions.

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Naval Aircrewman - Operator
Occupational and Readiness Standards (OaRS) to E4
NAVEDTRA 44015

NAME:

These Occupational and Readiness Standards (OaRS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OaRS is based on the Occupational Standards (OCCSTDs) for the rating/paygrade. An E4 should possess the minimum competencies of their rating/paygrade, whereby OaRS may provide benefits as a tool to train towards and track those competencies achieved.

OaRS does not address ship/unit/system specific standards, which may be covered within Personnel Qualification Standards (PQS), Job Qualification Requirements (JQR), or local training/qualification programs. OaRS addresses the overall rating at the E4 level, not the Sailor's position, billet, or duty assignment.

Generally, each OaRS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the Sailor can perform the tasks or can articulate knowledge of the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OaRS task element due to equipment configuration, mission, or operational status, the Sailor can seek training or understanding from his/her peers, leadership, or refer to technical manuals.

OaRS completion is voluntary and is not designed to replace other qualification programs (e.g. PQS, JQR). OaRS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs.

Task signatures are completed between the Sailor and the Sailor's supervisor, Leading Petty Officer (LPO) or E5 or above designee. Task sections are signed off by the Division Leading Chief or designee. Endorsement of completion of all OaRS tasks/sections are validated by the Division Officer, Department LCPO, Department Head, and Command Career Counselor (CCC).

AIRCREW ADMINISTRATION

Task Objective	** Supv Init	Date
Maintain aircrew flight databases		
Maintain tactical publication library		
Update flight time log books		
Verify individual flight time summaries		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT
Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

AIRCREW DUTIES

Task Objective	** Supv Init	Date
Analyze mission tactical plots during on-station period		
Analyze threat data		
Capture aerial hand-held photography		
Classify visual contacts		
Communicate using visual signals		
Complete mission summary logs		
Conduct aircraft integrity inspections		
Conduct aircraft post-flight		
Conduct aircraft pre-flight		
Conduct aircrew mission briefs		
Conduct Battle Hit Assessments (BHA)		
Conduct drug interdiction operations		
Conduct in-flight observer duties		
Conduct passenger safety briefs		
Conduct visual searches		
Configure aircraft for internal cargo operations		
Document aircraft discrepancies		
Document in-flight maintenance		
Execute aircraft emergency procedures		
Execute Search And Rescue (SAR) procedures		
Identify pyrotechnic communications		
Inspect small arms		
Inspect survival equipment		
Monitor Crew Resource Management (CRM)		
Monitor weapons employment		
Perform aircraft ground handling operations		
Perform aircraft security		
Perform Auxiliary Power Unit (APU) operations		
Perform mission planning		
Plot geographical areas		
Plot Position of Intended Movement (PIM) tracks		
Plot tactical symbologies		
Program Electronic Warfare Support (ES) libraries		
Review aircraft records		
Safeguard Communications Security (COMSEC) classified materials		
Transfer Communications Security (COMSEC) materials		
Troubleshoot tactical systems		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

COMMUNICATIONS

Task Objective	** Supv Init	Date
Monitor radio communications		
Operate communications equipment		
Perform Intercommunication Systems (ICS) communications		
Perform Secure Internet Protocol Router Network (SIPRNET) chat operations		
Report contacts		
Report in-flight status		
Review card of the day		
Translate brevity codes		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

ENVIRONMENTAL

Task Objective	** Supv Init	Date
Analyze environmental data		
Determine sensor effectiveness in given environmental conditions		
Perform environmental calculations		
Record on-station environmental data		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

PYROTECHNICS/STORES

Task Objective	** Supv Init	Date
Deploy search stores/pyrotechnics		
Inspect search stores/pyrotechnics		
Load aircraft search stores/pyrotechnics		
Monitor sonobuoy drops		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

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(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

SENSOR SYSTEMS

Task Objective	** Supv Init	Date
Acquire signals for recording		
Analyze Electronic Support Measures (ESM) contacts		
Analyze mission radar data		
Analyze passive, active, and multi-static acoustic contact data		
Analyze Synthetic Aperture Radar (SAR) contact information		
Collect Specific Emitter Identification (SEI) data		
Conduct Electronic Support Measures (ESM) searches		
Conduct Electro-Optical and Infrared (EO/IR) surveillance		
Conduct Identification Friend or Foe (IFF) and Selective Identification Feature (SIF) interrogations		
Conduct multi-static searches		
Conduct passive acoustic searches		
Conduct tactical airborne radar operations		
Configure operating software		
Correlate Electronic Support Measures (ESM) contact information		
Identify sonobouy aural cues		
Monitor in-flight aircraft stand-offs		
Operate acoustic mission equipment		
Optimize sensor effectiveness		
Perform audio/video recording procedures		
Perform in-flight imagery analysis		
Perform in-flight mission equipment operational checks		
Perform terrain avoidance radar navigation		
Perform weather avoidance radar navigation		
Track Target of Interest (TOI)		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

TARGET MOTION ANALYSIS AND TACTICAL CALCULATIONS

Task Objective	** Supv Init	Date
Calculate active and passive ranges		
Calculate Figure of Merit (FOM)		
Calculate visual search altitudes		
Compute radar contact intercepts		
Define Area of Probability (AOP)		
Determine Target of Interest (TOI) datum		
Identify contact's Closest Point of Approach (CPA)		
Perform Electronic Warfare (EW) calculations		
Perform Target Motion Analysis (TMA) calculations		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

COMMAND ENDORSEMENT

Command signatures signify the meeting of the minimum competencies for those in paygrade E-4 in this rating.
Signature level at discretion of command.

DIVISION OFFICER:

_____

DEPARTMENT LCPO:

_____

DEPARTMENT HEAD:

_____

COMMAND CAREER COUNSELOR:

_____

PENALTY STATEMENT
Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

Command Comments – Command Use Only:

Enlisted Community Manager Comments:

Once an individual Sailor's Occupational and Readiness Standards (OaRS) have been completed and endorsed by the Command Career Counselor (CCC), documentation of completed OaRS by the Command Pay and Personnel Administrator (CPPA), Training Officer, or other authorized command representative will be via Navy Standard Integrated Personnel System (NSIPS) within the Personnel Qualifications section, or Advanced Skills Management (ASM) within the Qual/Cert Records tab. Entries will generate an Enlisted Service Record (ESR) and Electronic Training Jacket (ETJ) entry. These entries provide Sailors with electronic documentation of OaRS completion as well as Command and Navy stakeholders ability to monitor the execution of OaRS.

LaDR
NAVY LEARNING and DEVELOPMENT ROADMAP

Naval Aircrewman - Operator
Airman Apprentice to Airman

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Aircrewman Candidate School (802A) [1]	806E	C-050-1500	18 days	
Survival, Evasion Resistance, and Escape [1]	Various	A-2D-4635	12 days	
Naval Aircrewman (Operator) (AWO) Electronic Warfare Systems Course [1]	FL, Pensacola	C-230-2010	39 days	
Naval Aircrewman (Operator) Acoustic Systems Course [1]	FL, Pensacola	C-210-2014	67 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NMT [1]	982W	A-500-1000	2 Days	
PFM [1]	636N	A-950-0080	2 Days	
Aviation Electronic Warfare Operator (G29A) [1]	Whidbey Island, WA	C-050-3022 (P/L)	162 Days	
P-8A Acoustic Systems Specialist Aircrewman (G07A)	05ME	D-050-1218	170 days	
P-8A Electronic Warfare Operator Aircrewman (G09A)	05MG	D-050-1220	170 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
G04A - TOCMOB AAS OPER [1]	10UP	C-210-4001 (P/L)	136 days	
G07A - P-8A Acoustic Systems Specialist Aircrewman	05ME	D-050-1218	170 days	
G09A - P-8A Electronic Warfare Operator Aircrewman	05MG	D-050-1220	170 days	
W21A - TOC/MTOC OPCON OPER [1]	10UK	C-101-4002 (P/L)	19 days	
G03A - MQ-4C Unmanned Aircraft System (UAS) Mission Payload Operator (MPO) [1]	11X3	D-050-3119	90 days	
G29A - Aviation Electronic Warfare Operator [1]	Whidbey Island, WA	C-050-3022 (P/L)	162 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Naval Aircrewmen Operator (AWO) are members of an integrated tactical crew aboard maritime patrol aircraft and an integrated, tactical and logistics worldwide intelligence network who produce intelligence products for aircrews in support of operations and tactical missions worldwide. They detect, analyze, classify and track surface and subsurface contacts utilizing state of the art technology. Specifically they operate advanced sonar systems utilizing sonobouys, RADAR, Electronic Support Measures (ESM), Identification Friend or Foe (IFF), and Electro Optical/Infrared Systems (EO/IR). In addition, AWO's perform aircrew duties that support mission planning, classified material handling, and training contributing directly to a squadron's ability to conduct tactical operations worldwide. Other duties specific to this rate include handling ordnance, inspecting acoustic station equipment, and operating the following mission equipment: advanced imaging multi-spectral sensor, radar for safety of flight and a hand-held camera. Prerequisites for this job are knowledge, skills and abilities attained from formal training and from relevant and/or actual experience with acoustic intelligence and analysis, and a familiarization with security protocols. Naval Aircrewmen Operator must have a final secret security clearance.

RECOMMENDED BILLET ASSIGNMENTS

P3C Update III Acoustic Sensor Operator - Operates advanced acoustic sensors in the P3C Update III aircraft.
P-8A Acoustic Systems Specialist Aircrewman - Detects, analyzes, classifies and tracks surface and subsurface contacts utilizing state-of-the-art technology. Specifically, will operate an advanced sonar system utilizing sonobouys and advanced Electro-Optical and Infrared systems. Performs aircrew duties to support mission planning, classified material handling, and training that contributes directly to a squadron's ability to conduct tactical operations worldwide. Other duties specific to this rate include handling ordnance and inspection of acoustic station mission equipment.
P3C Non-Acoustic Operator - Operates non-acoustic sensors in the P3C aircraft.
P-8A Electronic Warfare Operator Aircrewman – Detects, analyzes, classifies and tracks surface and subsurface contacts utilizing state-of-the-art technology. Operates RADAR, Electronic Support Measures, Identification Friend or Foe Interrogator and Advanced Electro-Optics and Infrared sensors. Performs aircrew duties to support mission planning, classified material handling and training that contributes directly to a squadron's ability to conduct tactical operations worldwide. Handles ordnance and inspects electronic warfare station equipment.
MQ-4C Mission Payload Operator - Operates multiple mission payload sensors for the MQ-4C Triton UAS. Specifically, will operate advanced intelligence, surveillance, and reconnaissance (ISR) systems to collect and disseminate data. Systems include MFAS radar, ESM, EO-IR, and AIS.
Tactical/Mobile (TacMobile) Ashore Analysis Systems Operator - Performs TOC/MTOC operations through utilization of tactical display, environmental, acoustic, non-acoustic and associated equipment with an emphasis on operational application. Uses TOC/MTOC analysis equipment and tactical displays. Prepares messages and conducts operational briefings and debriefings; performs analysis and reconstruction of tactical missions and forwards mission data package.
Aviation Electronic Warfare Operator - Operates EW equipment in EP-3 and P-8A aircraft.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: Phone Number:

Leading Chief Petty Officer: Phone Number:

Leading Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E1/E2 (9 months time in service required for advancement to E2 and E3)
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E4)

Date Advanced: Eligible Advancement Date: Number of times up:

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

Professional Apprenticeship Career Track (PACT) only:
        6 Month: 12 Month: 18 Month:

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)
Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):
Commissioning Programs Applications: (prior to submission, command endorsement):
Seaman to Admiral 21 (STA-21):   Medical Enlisted Commissioning Program (MECP):
Naval Academy: Naval Academy Preparatory School (NAPS):
Officer Candidate School:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Aviation Fire Fighting		
Personnel Qualification Standard		
Duty Driver		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary if available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWO-Naval Aircrewman Operator rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	ASTM International	ASTM NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	Federal Communications Commission (FCC)	GMDSS Radio Operator License (DO)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWO-Naval Aircrewman Operator rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Computer Operator	
Radio Operator/Maintainer	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

**These Navy Retention and Career Development Tools web-based applications may be available to Sailors who

change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.**

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWO-Naval Aircrewman Operator Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Aircraft Mechanics and Service Technicians
Airfield Operations Specialists
Commercial Divers
Database Administrators
Emergency Management Directors
Instructional Coordinators
Intelligence Analysts
Training and Development Managers
Training and Development Specialists

Occupation (Federal Employer)
1386 - Photographic Technology Series
2152 - Air Traffic Control Series
2181 - Aircraft Operation Series
2185 - Aircrew Technician Series
2892 - Aircraft Electrician
8862 - Aircraft Attending

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

STAY NAVY

AC to AC and TAR to TAR - Continue Navy career on Active Duty.
E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/TAR
See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/TAR). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/TAR. This component change refers to a permanent transfer from RC2AC/TAR. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx.
If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.
Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/TAR to CIP
The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry
This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)
The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
   https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

Career Waypoints-Reenlistment:
The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.
- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.

- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or TAR to TAR
  - RC to AC/TAR
  - RC to RC
  - AC/TAR to CIP (Intermission)
  - AC/TAR to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)
NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Training and Administration of the Reserves (TAR) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/TAR TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH) *Reserve Only*	Reserve Affiliation	Request Leave / PTDY	DD 214*
	VA/DVA		

Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height   Weight   If Required (AC   BCA   )

Last 2 PRT Cycles: Forearm Plank   /   Push-ups   /   Run/Swim/Cardio   /

Overall Score   /

List date (if) any PRT/BCA failure(s) over the last 5 years   /

List if any Medical Waiver(s)   /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E1/E2/E3)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

Academic skills   NCPACE   CLEP   DSST

TA   MGIB   MGIB-SR   Post 9/11 GIB

E1/E2/E3 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course [5]	Water front/ Flightline/ Various [4]	NELD-03	2.5 days	
Navy Military Training (Life Skills) (Pre-A School Delivery only) [6]	Command Delivered	A-500-1000	2 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E4	Navy e-Learning	NETCPDC-PMK-EE-E4-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.

5 - Available for paygrades E3 and E4

6 - Required for delivery in "A" School for all ratings

E1/E2/E3 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E1/E2/E3 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E1/E2/E3 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E1/E2/E3 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
AFTTP 3-1 Vol 2, Mission Employment Tactics, Tactical Threat Reference Guide and Countertactics				
ATP 28, Allied Antisubmarine Warfare Manual				
BUPERSINST 1326.4, Administration of Enlisted Flight Orders, Career Enlisted Flyer Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) for Aerial Flight				
CVIS, Combat Visual Identification System (CVIS) 1998				
DST 1220S-465-XX, Acoustic Characteristics of Russian Type 6 and 7 Nuclear Submarines				
DST 1220S-646-93, Acoustic Characteristics of CIS Submarines, Type 1 Through 4-Diesel				
EPL, ELINT Parameter Limits				
JOINT PUB 3-07.2, Anti Terrorism				
JOINT PUB 3-50, Personnel Recover				
NAVAIR 00-80T-101, NAVAIR 00-80T-101 NATOPS Survival Manual				
NAVAIR 01-75PAC-1.1, P-3A/B/C NFO/AIRCREW NFM				
NAVAIR 00-80T-113, Aircraft Signals NATOPS Manual				
SECNAV M-5510.36, Department of the Navy Information Security Program				
SECNAV M-5510.30, Department of the Navy Personnel Security Program				
RP 33, Fleet Oceanographic and Acoustic Reference Manual				
CNAF M-3710.7, NATOPS General Flight and Operating Instructions				
ONI-1253-001-YR, Foreign Maritime Aircraft and Helicopter Handbook				
ONI-1250-001-YR, Foreign Naval Ship and Submarine Characteristics				
NWP 3-22.5 ASW Supp, Air ASW Supplement				
NWP 1-10.2 VOL 1, Principles Of Lofargram Analysis (Volume 1)				
NWP 1-10.11, Tactical Action Officer Handbook Quick Reference Guide				
NTTP 3-22.5-P3, P-3C Tactical Manual Volume I/II				
NTTP 3-22.5-ASW, Anti-Submarine Warfare Tactical Aid				
NAVEDTRA 14328, Aviation Warfare Systems Operator Module 1 - Aircrew Fundamentals				
NAVEDTRA 14190, NEETS, Module 18--Radar Principles				
NAVEDTRA 14035, Aviation Warfare Systems Operator 3 & 2, Module 04--Fundamentals of Acoustic ASW				
NAVEDTRA 14034, Aviation Warfare Systems Operator 3 & 2, Module 03--ESM and IR				
NAVEDTRA 14032, Aviation Warfare Systems Operator 3, Module 02--RADAR and MAD				
Naval Institute Guide, Combat Fleets of the World				
NAVAIR 01-75PAI-11-6-75, Inflight Handbook, Non-Acoustic Sensor Station, ASQ-222, 3.1 TMS				
NAVAIR 01-75PAI-11-6-31, Inflight Handbook Non-Acoustic ASQ-222				
NAVAIR 01-75PAC-11-6-39, Inflight Handbook Acoustic USQ-78				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockeed P-3 Story *by David Reade*	
Adak - The rescue of Alfa Foxtrot 586 *by Andrew C. A. Jampoler*	
My Life as a Spy *by John A. Walker*	
The Hunt For Red October *by Tom Clancy*	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union *by Peter Sasqen*	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine *by Gannon McHale*	
Blind Man's Bluff: The Untold Story of American Submarine Espionage *by Sherry Sontag and Christopher Drew*	
Thirteen Days - A Memoir of the Cuban Missle Crisis *by Robert F. Kennedy*	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	

LaDR

Naval Aircrewman - Operator
Petty Officer Third Class
(Apprentice/Journeyman)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Aircrewman Candidate School (802A) [1]	806E	C-050-1500	18 days	
Survival, Evasion Resistance, and Escape [1]	Various	A-2D-4635	12 days	
Naval Aircrewman (Operator) (AWO) Electronic Warfare Systems Course [1]	FL, Pensacola	C-230-2010	39 days	
Naval Aircrewman (Operator) Acoustic Systems Course [1]	FL, Pensacola	C-210-2014	67 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NMT [1]	982W	A-500-1000	2 Days	
PFM [1]	636N	A-950-0080	2 Days	
Aviation Electronic Warfare Operator (G29A) [1]	Whidbey Island, WA	C-050-3022 (P/L)	162 Days	
P-8A Acoustic Systems Specialist Aircrewman (G07A)	05ME	D-050-1218	170 days	
P-8A Electronic Warfare Operator Aircrewman (G09A)	05MG	D-050-1220	170 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
G04A - TOCMOB AAS OPER [1]	10UP	C-210-4001 (P/L)	136 days	
G07A - P-8A Acoustic Systems Specialist Aircrewman	05ME	D-050-1218	170 days	
G09A - P-8A Electronic Warfare Operator Aircrewman	05MG	D-050-1220	170 days	
W21A - TOC/MTOC OPCON OPER [1]	10UK	C-101-4002 (P/L)	19 days	
G03A - MQ-4C Unmanned Aircraft System (UAS) Mission Payload Operator (MPO) [1]	11X3	D-050-3119	90 days	
G29A - Aviation Electronic Warfare Operator [1]	Whidbey Island, WA	C-050-3022 (P/L)	162 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Naval Aircrewmen Operator (AWO) are members of an integrated tactical crew aboard maritime patrol aircraft and an integrated, tactical and logistics worldwide intelligence network who produce intelligence products for aircrews in support of operations and tactical missions worldwide. They detect, analyze, classify and track surface and subsurface contacts utilizing state of the art technology. Specifically they operate advanced sonar systems utilizing sonobouys, RADAR, Electronic Support Measures (ESM), Identification Friend or Foe (IFF), and Electro Optical/Infrared Systems (EO/IR). In addition, AWO's perform aircrew duties that support mission planning, classified material handling, and training contributing directly to a squadron's ability to conduct tactical operations worldwide. Other duties specific to this rate include handling ordnance, inspecting acoustic station equipment, and operating the following mission equipment: advanced imaging multi-spectral sensor, radar for safety of flight and a hand-held camera. Prerequisites for this job are knowledge, skills and abilities attained from formal training and from relevant and/or actual experience with acoustic intelligence and analysis, and a familiarization with security protocols. Naval Aircrewmen Operator must have a final secret security clearance.

RECOMMENDED BILLET ASSIGNMENTS

P3C Update III Acoustic Sensor Operator - Operates advanced acoustic sensors in the P3C Update III aircraft.
P-8A Acoustic Systems Specialist Aircrewman - Detects, analyzes, classifies and tracks surface and subsurface contacts utilizing state-of-the-art technology. Specifically, will operate an anvanced sonar system utilizing sonobouys and advanced Electro-Optical and Infrared systems. Performs aircrew duties to support mission planning, classified material handling, and training that contributes directly to a squadron's ability to conduct tactical operations worldwide. Other duties specific to this rate include handling ordnance and inspection of acoustic station mission equipment.
P3C Non-Acoustic Operator - Operates non-acoustic sensors in the P3C aircraft.
P-8A Electronic Warfare Operator Aircrewman – Detects, analyzes, classifies and tracks surface and subsurface contacts utilizing state-of-the-art technology. Operates RADAR, Electronic Support Measures, Identification Friend or Foe Interrogator and Advanced Electro-Optics and Infrared sensors. Performs aircrew duties to support mission planning, classified material handling and training that contributes directly to a squadron's ability to conduct tactical operations worldwide. Handles ordnance and inspects electronic warfare station equipment.
MQ-4C Mission Payload Operator - Operates multiple mission payload sensors for the MQ-4C Triton UAS. Specifically, will operate advanced intelligence, surveillance, and reconnaissance (ISR) systems to collect and disseminate data. Systems include MFAS radar, ESM, EO-IR, and AIS.
Tactical/Mobile (TacMobile) Ashore Analysis Systems Operator - Performs TOC/MTOC operations through utilization of tactical display, environmental, acoustic, non-acoustic and associated equipment with an emphasis on operational application. Uses TOC/MTOC analysis equipment and tactical displays. Prepares messages and conducts operational briefings and debriefings; performs analysis and reconstruction of tactical missions and forwards mission data package.
Aviation Electronic Warfare Operator - Operates EW equipment in EP-3 and P-8A aircraft.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: Phone Number:

Leading Chief Petty Officer: Phone Number:

Leading Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E4 (1 year time in service required to be eligible for advancement to E5)

Date Advanced: Eligible Advancement Date: Number of times up:

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E4) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Career Status Bonus (election message received):

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)
Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):
Commissioning Programs Applications: (prior to submission, command endorsement):
Seaman to Admiral 21 (STA-21):   Medical Enlisted Commissioning Program (MECP):
Naval Academy: Naval Academy Preparatory School (NAPS):
Officer Candidate School:

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

    1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

    2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

    3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at https://nsips.nmci.navy.mil or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to https://awards.navy.mil/ to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Aviation Fire Fighting		
Personnel Qualification Standard		
Duty Driver		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary if available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWO-Naval Aircrewman Operator rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	ASTM International	ASTM NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	Federal Communications Commission (FCC)	GMDSS Radio Operator License (DO)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWO-Naval Aircrewman Operator rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Computer Operator	
Radio Operator/Maintainer	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWO-Naval Aircrewman Operator Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Aircraft Mechanics and Service Technicians
Airfield Operations Specialists
Commercial Divers
Database Administrators
Emergency Management Directors
Instructional Coordinators
Intelligence Analysts
Training and Development Managers
Training and Development Specialists

Occupation (Federal Employer)
1386 - Photographic Technology Series
2152 - Air Traffic Control Series
2181 - Aircraft Operation Series
2185 - Aircrew Technician Series
2892 - Aircraft Electrician
8862 - Aircraft Attending

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

STAY NAVY

AC to AC and TAR to TAR - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/TAR

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/TAR). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/TAR. This component change refers to a permanent transfer from RC2AC/TAR. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx.
If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/TAR to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
  https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.
- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.

- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or TAR to TAR
  - RC to AC/TAR
  - RC to RC
  - AC/TAR to CIP (Intermission)
  - AC/TAR to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)
NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Training and Administration of the Reserves (TAR) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/TAR TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height _____ Weight _____ If Required (AC _____ BCA _____)

Last 2 PRT Cycles: Forearm Plank _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E4)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

Academic skills   NCPACE   CLEP   DSST

TA   MGIB   MGIB-SR   Post 9/11 GIB

E4 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course [5]	Water front/ Flightline/ Various [4]	NELD-03	2.5 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E5	Navy e-Learning	NETCPDC-PMK-EE-E5-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.
5 - Available for paygrades E3 and E4

E4 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E4 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E4 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E4 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
AFTTP 3-1 Vol 2, Mission Employment Tactics, Tactical Threat Reference Guide and Countertactics				
AIP APS-137D(V)5 Users Manual, P-3C AIP AN/APS-137D(V)5 Radar System Users Manual				
ATP 28, Allied Antisubmarine Warfare Manual				
CVIS, Combat Visual Identification System (CVIS) 1998				
D/E-2D-0039, Multiservice Tactics Techniques and Procedures (SERE Student Handbook)				
DST 1220S-461-90, Acoustic Characteristics of Russian Submarines Type 2 and 3 Nuclear				
DST 1220S-465-XX, Acoustic Characteristics of Russian Type 6 and 7 Nuclear Submarines				
EPL, ELINT Parameter Limits				
FXP 1, Antisubmarine Warfare (ASW) Exercises(U)				
JOINT PUB 3-50, Personnel Recover				
NAVAIR 00-80T-101, NAVAIR 00-80T-101 NATOPS Survival Manual				
NAVAIR 01-75PAC-1.1, P-3A/B/C NFO/AIRCREW NFM				
NAVAIR 01-75PAC-11-6-39, Inflight Handbook Acoustic USQ-78				
Naval Institute Guide, Combat Fleets of the World				
NAVEDTRA 14032, Aviation Warfare Systems Operator 3, Module 02--RADAR and MAD				
NAVEDTRA 14034, Aviation Warfare Systems Operator 3 & 2, Module 03--ESM and IR				
NAVEDTRA 14190, NEETS, Module 18--Radar Principles				
NAVEDTRA 14328, Aviation Warfare Systems Operator Module 1 - Aircrew Fundamentals				
NTTP 3-22.5-P3, P-3C Tactical Manual Volume I/II				
NWP 1-10.2 VOL 1, Principles Of Lofargram Analysis (Volume 1)				
NWP 3-50.22, Navy Combat Search and Rescue (SAR) Manual Supplement				
ONI-1250-001-YR, Foreign Naval Ship and Submarine Characteristics				
ONI-1253-001-YR, Foreign Maritime Aircraft and Helicopter Handbook				
CNAF M-3710.7, NATOPS General Flight and Operating Instructions				
RP 33, Fleet Oceanographic and Acoustic Reference Manual				
SECNAV M-5510.30, Department of the Navy Personnel Security Program				
SECNAV M-5510.36, Department of the Navy Information Security Program				

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E4 RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockeed P-3 Story *by David Reade*	
Adak - The rescue of Alfa Foxtrot 586 *by Andrew C. A. Jampoler*	
My Life as a Spy *by John A. Walker*	
The Hunt For Red October *by Tom Clancy*	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union *by Peter Sasqen*	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine *by Gannon McHale*	
Blind Man's Bluff: The Untold Story of American Submarine Espionage *by Sherry Sontag and Christopher Drew*	
Thirteen Days - A Memoir of the Cuban Missle Crisis *by Robert F. Kennedy*	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	

Naval Aircrewman - Operator
Petty Officer Second Class
(Journeyman)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Aircrewman Candidate School (802A) [1]	806E	C-050-1500	18 days	
Survival, Evasion Resistance, and Escape [1]	Various	A-2D-4635	12 days	
Naval Aircrewman (Operator) (AWO) Electronic Warfare Systems Course [1]	FL, Pensacola	C-230-2010	39 days	
Naval Aircrewman (Operator) Acoustic Systems Course [1]	FL, Pensacola	C-210-2014	67 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NMT [1]	982W	A-500-1000	2 Days	
PFM [1]	636N	A-950-0080	2 Days	
Aviation Electronic Warfare Operator (G29A) [1]	Whidbey Island, WA	C-050-3022 (P/L)	162 Days	
P-8A Acoustic Systems Specialist Aircrewman (G07A)	05ME	D-050-1218	170 days	
P-8A Electronic Warfare Operator Aircrewman (G09A)	05MG	D-050-1220	170 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
G04A - TOCMOB AAS OPER [1]	10UP	C-210-4001 (P/L)	136 days	
G07A - P-8A Acoustic Systems Specialist Aircrewman	05ME	D-050-1218	170 days	
G09A - P-8A Electronic Warfare Operator Aircrewman	05MG	D-050-1220	170 days	
777A - Weapons and Tactics Instructor	751U	S-050-0836	44 days	
700A - Unmanned Aerial Vehicle (UAV) External Pilot	Commercial	N/A		
701A - Unmanned Aerial Vehicle (UAV) Internal Pilot	Commercial	N/A		
702A - Unmanned Aerial Vehicle (UAV) Payload Operator	Commercial	N/A		
W21A - TOC/MTOC OPCON OPER [1]	10UK	C-101-4002 (P/L)	19 days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
G03A - MQ-4C Unmanned Aircraft System (UAS) Mission Payload Operator (MPO) [1]	11X3	D-050-3119	90 days	
G29A - Aviation Electronic Warfare Operator [1]	Whidbey Island, WA	C-050-3022 (P/L)	162 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Naval Aircrewmen Operator (AWO) are members of an integrated tactical crew aboard maritime patrol aircraft and an integrated, tactical and logistics worldwide intelligence network who produce intelligence products for aircrews in support of operations and tactical missions worldwide. They detect, analyze, classify and track surface and subsurface contacts utilizing state of the art technology. Specifically they operate advanced sonar systems utilizing sonobouys, RADAR, Electronic Support Measures (ESM), Identification Friend or Foe (IFF), and Electro Optical/Infrared Systems (EO/IR). In addition, AWO's perform aircrew duties that support mission planning, classified material handling, and training contributing directly to a squadron's ability to conduct tactical operations worldwide. Other duties specific to this rate include handling ordnance, inspecting acoustic station equipment, and operating the following mission equipment: advanced imaging multi-spectral sensor, radar for safety of flight and a hand-held camera. Prerequisites for this job are knowledge, skills and abilities attained from formal training and from relevant and/or actual experience with acoustic intelligence and analysis, and a familiarization with security protocols. Naval Aircrewmen Operator must have a final secret security clearance.

RECOMMENDED BILLET ASSIGNMENTS

P3C Update III Acoustic Sensor Operator - Operates advanced acoustic sensors in the P3C Update III aircraft.

P-8A Acoustic Systems Specialist Aircrewman - Detects, analyzes, classifies and tracks surface and subsurface contacts utilizing state-of-the-art technology. Specifically, will operate an advanced sonar system utilizing sonobouys and advanced Electro-Optical and Infrared systems. Performs aircrew duties to support mission planning, classified material handling, and training that contributes directly to a squadron's ability to conduct tactical operations worldwide. Other duties specific to this rate include handling ordnance and inspection of acoustic station mission equipment.

P3C Non-Acoustic Operator - Operates non-acoustic sensors in the P3C aircraft.

P-8A Electronic Warfare Operator Aircrewman – Detects, analyzes, classifies and tracks surface and subsurface contacts utilizing state-of-the-art technology. Operates RADAR, Electronic Support Measures, Identification Friend or Foe Interrogator and Advanced Electro-Optics and Infrared sensors. Performs aircrew duties to support mission planning, classified material handling and training that contributes directly to a squadron's ability to conduct tactical operations worldwide. Handles ordnance and inspects electronic warfare station equipment.

MQ-4C Mission Payload Operator - Operates multiple mission payload sensors for the MQ-4C Triton UAS. Specifically, will operate advanced intelligence, surveillance, and reconnaissance (ISR) systems to collect and disseminate data. Systems include MFAS radar, ESM, EO-IR, and AIS.

Tactical/Mobile (TacMobile) Ashore Analysis Systems Operator - Performs TOC/MTOC operations through utilization of tactical display, environmental, acoustic, non-acoustic and associated equipment with an emphasis on operational application. Uses TOC/MTOC analysis equipment and tactical displays. Prepares messages and conducts operational briefings and debriefings; performs analysis and reconstruction of tactical missions and forwards mission data package.

Weapons and Tactics Instructor – Performs in an instructor billet at Weapons Schools, Wings and Aviation Squadrons within the classroom, lab/simulator, or during flights.

Aviation Electronic Warfare Operator - Operates EW equipment in EP-3 and P-8A aircraft.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

Date of Initial Entry to Military Service (DIEMS): _____ Date of Initial Entry Reserve Forces (DIERF): _____

Pay Entry Base Date (PEBD): _____

ADSD: _____ Report Date: _____ EAOS/EOS: _____ PRD: _____ SEA / SHORE: _____ / _____

PAYGRADE E5 (3 Years time in service required to be eligible for advancement to E6)

Date Advanced: _____ Eligible Advancement Date: _____ Number of times up: _____

HYT Date: _____ Security Clearance Level: _____ Date Last updated: _____

Command INDOC complete: _____

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E5) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted): _____

24 Month: _____ 48 Month: _____ 60 Month: _____

Family Care Plan: _____ Mil to Mil: _____

Sailor 360: _____ Special Program: _____ Member Request: _____

HYT 24 months (Date): _____ HYT Waiver Date: _____ ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: _____ Career Waypoint not approved: _____

Rating Conversion: _____ Navy Formal Training Schools Request ("A"/"C"etc): _____

Transfer: _____ Separation: _____ Career Status Bonus (election message received): _____

Physical Fitness Test Failure: _____ Overseas Tour Extension Incentives Program (OTEIP): _____

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)
Advancement: _____

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):
Commissioning Programs Applications: _____ (prior to submission, command endorsement): _____

Naval Academy: _____ Naval Academy Preparatory School (NAPS): _____

Officer Candidate School: _____ Seaman to Admiral 21 (STA-21): _____

Medical Enlisted Commissioning Program (MECP): _____ Medical Service Corps In-service Procurement: _____

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

   1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

   2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

   3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at https://nsips.nmci.navy.mil or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to https://awards.navy.mil/ to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Aviation Fire Fighting		
Petty Officer of the Watch (POOW)		
Personnel Qualification Standard		
Duty Driver		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary if available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWO-Naval Aircrewman Operator rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	ASTM International	ASTM NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	Federal Communications Commission (FCC)	GMDSS Radio Operator License (DO)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWO-Naval Aircrewman Operator rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Computer Operator	
Radio Operator/Maintainer	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWO-Naval Aircrewman Operator Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Aircraft Mechanics and Service Technicians
Airfield Operations Specialists
Commercial Divers
Database Administrators
Emergency Management Directors
Instructional Coordinators
Intelligence Analysts
Training and Development Managers
Training and Development Specialists

Occupation (Federal Employer)
1386 - Photographic Technology Series
2152 - Air Traffic Control Series
2181 - Aircraft Operation Series
2185 - Aircrew Technician Series
2892 - Aircraft Electrician
8862 - Aircraft Attending

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

STAY NAVY

AC to AC and TAR to TAR - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/TAR

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/TAR). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/TAR. This component change refers to a permanent transfer from RC2AC/TAR. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx.
If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/TAR to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
   https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.
- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.

- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or TAR to TAR
  - RC to AC/TAR
  - RC to RC
  - AC/TAR to CIP (Intermission)
  - AC/TAR to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)
NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Training and Administration of the Reserves (TAR) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/TAR TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height   Weight   If Required (AC   BCA   )

Last 2 PRT Cycles: Forearm Plank   /   Push-ups   /   Run/Swim/Cardio   /

Overall Score   /

List date (if) any PRT/BCA failure(s) over the last 5 years   /

List if any Medical Waiver(s)   /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E5)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

Academic skills   NCPACE   CLEP   DSST

TA   MGIB   MGIB-SR   Post 9/11 GIB

E5 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Intermediate Leader Development Course	Water front/ Flightline/ Various [4]	NELD-04	3 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E6	Navy e-Learning	NETCPDC-PMK-EE-E6-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.

E5 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E5 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer First Class	Navy e-Learning	NRTC-NAVEDTRA-14145-MRFPO-FC-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E5 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E5 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
AFTTP 3-1 Vol 2, Mission Employment Tactics, Tactical Threat Reference Guide and Countertactics				
BUPERSINST 1326.4, Administration of Enlisted Flight Orders, Career Enlisted Flyer Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) for Aerial Flight				
CMP/JMPS, COE Message Processor (CMP) Configuration Guide for Legacy Users				
COMPATRECONGRUINST 3500.25, Readiness Training Manual				
CVIS, Combat Visual Identification System (CVIS) 1998				
DST 1220S-461-90, Acoustic Characteristics of Russian Submarines Type 2 and 3 Nuclear				
DST 1220S-465-XX, Acoustic Characteristics of Russian Type 6 and 7 Nuclear Submarines				
EPL, ELINT Parameter Limits				
FXP 1, Antisubmarine Warfare (ASW) Exercises(U)				
JOINT PUB 3-50, Personnel Recover				
NAVAIR 00-80T-101, NAVAIR 00-80T-101 NATOPS Survival Manual				
NAVAIR 00-80T-113, Aircraft Signals NATOPS Manual				
NAVAIR 01-75PAC-1.1, P-3A/B/C NFO/AIRCREW NFM				
NAVAIR 28 SSQ-500-1, SONOBUOY Technical Reference Manual				
Naval Institute Guide, Combat Fleets of the World				
NAVEDTRA 14032, Aviation Warfare Systems Operator 3, Module 02--RADAR and MAD				
NAVEDTRA 14034, Aviation Warfare Systems Operator 3 & 2, Module 03--ESM and IR				
NAVEDTRA 14035, Aviation Warfare Systems Operator 3 & 2, Module 04--Fundamentals of Acoustic ASW				
NAVEDTRA 14137, MASTER-AT-ARMS				
NAVEDTRA 14190, NEETS, Module 18--Radar Principles				
NAVEDTRA 14328, Aviation Warfare Systems Operator Module 1 - Aircrew Fundamentals				
NTTP 3-22.5-ASW, Anti-Submarine Warfare Tactical Aid				
NTTP 3-22.5-P3, P-3C Tactical Manual Volume I/II				
NWP 1-10.11, Tactical Action Officer Handbook Quick Reference Guide				
NWP 1-10.2 VOL 1, Principles Of Lofargram Analysis (Volume 1)				
ONI Products, ONI Home Page				
ONI-1250-001-YR, Foreign Naval Ship and Submarine Characteristics				
ONI-1253-001-YR, Foreign Maritime Aircraft and Helicopter Handbook				
CNAF M-3710.7, NATOPS General Flight and Operating Instructions				
OPNAVINST 3750.6, Naval Aviation Safety Program				
RP 33, Fleet Oceanographic and Acoustic Reference Manual				
SECNAV M-5510.36, Department of the Navy Information Security Program				
NAVEDTRA 14031, Aviation Warfare Systems Operator 1 & C				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Foundational	Advanced	Capstone
Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Foundational	Advanced	Capstone
Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Foundational	Advanced	Capstone
Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Foundational	Advanced	Capstone
Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E5 RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockeed P-3 Story *by David Reade*	
Adak - The rescue of Alfa Foxtrot 586 *by Andrew C. A. Jampoler*	
My Life as a Spy *by John A. Walker*	
The Hunt For Red October *by Tom Clancy*	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union *by Peter Sasqen*	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine *by Gannon McHale*	
Blind Man's Bluff: The Untold Story of American Submarine Espionage *by Sherry Sontag and Christopher Drew*	
Thirteen Days - A Memoir of the Cuban Missle Crisis *by Robert F. Kennedy*	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	

LaDR
NAVY LEARNING and DEVELOPMENT ROADMAP

Naval Aircrewman - Operator
Petty Officer First Class
(Journeyman/Master)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Aircrewman Candidate School (802A) [1]	806E	C-050-1500	18 days	
Survival, Evasion Resistance, and Escape [1]	Various	A-2D-4635	12 days	
Naval Aircrewman (Operator) (AWO) Electronic Warfare Systems Course [1]	FL, Pensacola	C-230-2010	39 days	
Naval Aircrewman (Operator) Acoustic Systems Course [1]	FL, Pensacola	C-210-2014	67 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NMT [1]	982W	A-500-1000	2 Days	
PFM [1]	636N	A-950-0080	2 Days	
Aviation Electronic Warfare Operator (G29A) [1]	Whidbey Island, WA	C-050-3022 (P/L)	162 Days	
P-8A Acoustic Systems Specialist Aircrewman (G07A)	05ME	D-050-1218	170 days	
P-8A Electronic Warfare Operator Aircrewman (G09A)	05MG	D-050-1220	170 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
G04A - TOCMOB AAS OPER [1]	10UP	C-210-4001 (P/L)	136 days	
G07A - P-8A Acoustic Systems Specialist Aircrewman	05ME	D-050-1218	170 days	
G09A - P-8A Electronic Warfare Operator Aircrewman	05MG	D-050-1220	170 days	
777A - Weapons and Tactics Instructor	751U	S-050-0836	44 days	
700A - Unmanned Aerial Vehicle (UAV) External Pilot	Commercial	N/A		
701A - Unmanned Aerial Vehicle (UAV) Internal Pilot	Commercial	N/A		
702A - Unmanned Aerial Vehicle (UAV) Payload Operator	Commercial	N/A		
W21A - TOC/MTOC OPCON OPER [1]	10UK	C-101-4002 (P/L)	19 days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser [1]	Pensacola, FL	S-501-0020	33 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
G03A - MQ-4C Unmanned Aircraft System (UAS) Mission Payload Operator (MPO) [1]	11X3	D-050-3119	90 days	
G29A - Aviation Electronic Warfare Operator [1]	Whidbey Island, WA	C-050-3022 (P/L)	162 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Naval Aircrewmen Operator (AWO) are members of an integrated tactical crew aboard maritime patrol aircraft and an integrated, tactical and logistics worldwide intelligence network who produce intelligence products for aircrews in support of operations and tactical missions worldwide. They detect, analyze, classify and track surface and subsurface contacts utilizing state of the art technology. Specifically they operate advanced sonar systems utilizing sonobouys, RADAR, Electronic Support Measures (ESM), Identification Friend or Foe (IFF), and Electro Optical/Infrared Systems (EO/IR). In addition, AWO's perform aircrew duties that support mission planning, classified material handling, and training contributing directly to a squadron's ability to conduct tactical operations worldwide. Other duties specific to this rate include handling ordnance, inspecting acoustic station equipment, and operating the following mission equipment: advanced imaging multi-spectral sensor, radar for safety of flight and a hand-held camera. Prerequisites for this job are knowledge, skills and abilities attained from formal training and from relevant and/or actual experience with acoustic intelligence and analysis, and a familiarization with security protocols. Naval Aircrewmen Operator must have a final secret security clearance.

RECOMMENDED BILLET ASSIGNMENTS

P3C Update III Acoustic Sensor Operator - Operates advanced acoustic sensors in the P3C Update III aircraft.
P-8A Acoustic Systems Specialist Aircrewman - Detects, analyzes, classifies and tracks surface and subsurface contacts utilizing state-of-the-art technology. Specifically, will operate an advanced sonar system utilizing sonobouys and advanced Electro-Optical and Infrared systems. Performs aircrew duties to support mission planning, classified material handling, and training that contributes directly to a squadron's ability to conduct tactical operations worldwide. Other duties specific to this rate include handling ordnance and inspection of acoustic station mission equipment.
P3C Non-Acoustic Operator - Operates non-acoustic sensors in the P3C aircraft.
P-8A Electronic Warfare Operator Aircrewman – Detects, analyzes, classifies and tracks surface and subsurface contacts utilizing state-of-the-art technology. Operates RADAR, Electronic Support Measures, Identification Friend or Foe Interrogator and Advanced Electro-Optics and Infrared sensors. Performs aircrew duties to support mission planning, classified material handling and training that contributes directly to a squadron's ability to conduct tactical operations worldwide. Handles ordnance and inspects electronic warfare station equipment.
MQ-4C Mission Payload Operator - Operates multiple mission payload sensors for the MQ-4C Triton UAS. Specifically, will operate advanced intelligence, surveillance, and reconnaissance (ISR) systems to collect and disseminate data. Systems include MFAS radar, ESM, EO-IR, and AIS.
Tactical/Mobile (TacMobile) Ashore Analysis Systems Operator - Performs TOC/MTOC operations through utilization of tactical display, environmental, acoustic, non-acoustic and associated equipment with an emphasis on operational application. Uses TOC/MTOC analysis equipment and tactical displays. Prepares messages and conducts operational briefings and debriefings; performs analysis and reconstruction of tactical missions and forwards mission data package.
Weapons and Tactics Instructor – Performs in an instructor billet at Weapons Schools, Wings and Aviation Squadrons within the classroom, lab/simulator, or during flights.
Aviation Electronic Warfare Operator - Operates EW equipment in EP-3 and P-8A aircraft.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: Phone Number:

Leading Chief Petty Officer: Phone Number:

Leading Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E6 (3 Years time in service required to be eligible for advancement to E7)

Date Advanced: Eligible Advancement Date: Number of times up:

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E6) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

Rating Conversion: Navy Formal Training Schools Request ("A"/"C"etc):

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Naval Academy: Naval Academy Preparatory School (NAPS):

Limited Duty Officer:

Officer Candidate School: Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP):   Medical Service Corps In-service Procurement:

SELECTION BOARD CHECKLIST FOR E6 PROMOTION TO CPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (https://nsips.nmci.navy.mil) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.

b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:

1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.

2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

   NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
   PRESIDENT
   FY-**XX ACTIVE/RESERVE** E7 ENLISTED SELECTION BOARD #**XXX**
   5640 TICONDEROGA LOOP BLDG 768 RM E302
   MILLINGTON TN 38055
   (Active = 360 / SELRES = 335 / TAR = 336)

   (Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).

d. Check https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

a. Request a **Career Development Board (CDB)** through your chain of command.

b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.

c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (https://www.cool.osd.mil/usn/) for any related credentials for which you may be qualified.

d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at https://main.prod.cetars.training.navy.mil/cetars/main.html.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

Step 5 - Prepare for the next CPO Advancement Exam cycle in January for Active Duty & February for Reserves as soon as the Bibliography References are posted six months prior in July. Use the Navy Advancement Center info and website listed above in the advancement section.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Aviation Fire Fighting		
Petty Officer of the Watch (POOW)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary if available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWO-Naval Aircrewman Operator rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	ASTM International	ASTM NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	Federal Communications Commission (FCC)	GMDSS Radio Operator License (DO)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWO-Naval Aircrewman Operator rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Computer Operator	
Radio Operator/Maintainer	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWO-Naval Aircrewman Operator Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Aircraft Mechanics and Service Technicians
Airfield Operations Specialists
Commercial Divers
Database Administrators
Emergency Management Directors
Instructional Coordinators
Intelligence Analysts
Training and Development Managers
Training and Development Specialists

Occupation (Federal Employer)
1386 - Photographic Technology Series
2152 - Air Traffic Control Series
2181 - Aircraft Operation Series
2185 - Aircrew Technician Series
2892 - Aircraft Electrician
8862 - Aircraft Attending

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

STAY NAVY

AC to AC and TAR to TAR - Continue Navy career on Active Duty.
E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/TAR
See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/TAR). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/TAR. This component change refers to a permanent transfer from RC2AC/TAR. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx.
If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.
Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/TAR to CIP
The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry
This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)
The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
   https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

Career Waypoints-Reenlistment:
The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.
- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.

- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or TAR to TAR
  - RC to AC/TAR
  - RC to RC
  - AC/TAR to CIP (Intermission)
  - AC/TAR to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)
NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Training and Administration of the Reserves (TAR) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/TAR TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH) *Reserve Only*	Reserve Affiliation	Request Leave / PTDY	DD 214*
	VA/DVA		

Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height _____   Weight _____   If Required (AC _____   BCA _____)

Last 2 PRT Cycles: Forearm Plank _____ / _____   Push-ups _____ / _____   Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E6)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

Academic skills   NCPACE   CLEP   DSST

TA   MGIB   MGIB-SR   Post 9/11 GIB

E6 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Advanced Leader Development Course	Water front/ Flightline/ Various [4]	NELD-05	4 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E7	Navy e-Learning	NETCPDC-PMK-EE-E7-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.

E6 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

E6 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Chief Petty Officer	Navy e-Learning	NRTC-NAVEDTRA-14144-MRFCPO-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Evaluation and Fitness Reports	Navy e-Learning	002EF01		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E6 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required): https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E6 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NAVEDTRA 14137, MASTER-AT-ARMS				
AFTTP 3-1 Vol 2, Mission Employment Tactics, Tactical Threat Reference Guide and Countertactics				
BUPERSINST 1326.4, Administration of Enlisted Flight Orders, Career Enlisted Flyer Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) for Aerial Flight				
CMP/JMPS, COE Message Processor (CMP) Configuration Guide for Legacy Users				
COMPATRECONGRUINST 3500.25, Readiness Training Manual				
CVIS, Combat Visual Identification System (CVIS) 1998				
DST 1220S-461-90, Acoustic Characteristics of Russian Submarines Type 2 and 3 Nuclear				
DST 1220S-465-XX, Acoustic Characteristics of Russian Type 6 and 7 Nuclear Submarines				
EPL, ELINT Parameter Limits				
FXP 1, Antisubmarine Warfare (ASW) Exercises(U)				
JOINT PUB 3-50, Personnel Recover				
NAVAIR 00-80T-101, NAVAIR 00-80T-101 NATOPS Survival Manual				
NAVAIR 00-80T-113, Aircraft Signals NATOPS Manual				
NAVAIR 01-75PAC-1.1, P-3A/B/C NFO/AIRCREW NFM				
NAVAIR 28 SSQ-500-1, SONOBUOY Technical Reference Manual				
Naval Institute Guide, Combat Fleets of the World				
NAVEDTRA 14032, Aviation Warfare Systems Operator 3, Module 02--RADAR and MAD				
NAVEDTRA 14034, Aviation Warfare Systems Operator 3 & 2, Module 03--ESM and IR				
NAVEDTRA 14035, Aviation Warfare Systems Operator 3 & 2, Module 04--Fundamentals of Acoustic ASW				
NAVEDTRA 14190, NEETS, Module 18--Radar Principles				
NAVEDTRA 14328, Aviation Warfare Systems Operator Module 1 - Aircrew Fundamentals				
NTTP 3-22.5-ASW, Anti-Submarine Warfare Tactical Aid				
NTTP 3-22.5-P3, P-3C Tactical Manual Volume I/II				
NWP 1-10.11, Tactical Action Officer Handbook Quick Reference Guide				
NWP 1-10.2 VOL 1, Principles Of Lofargram Analysis (Volume 1)				
ONI Products, ONI Home Page				
ONI-1250-001-YR, Foreign Naval Ship and Submarine Characteristics				
ONI-1253-001-YR, Foreign Maritime Aircraft and Helicopter Handbook				
CNAF M-3710.7, NATOPS General Flight and Operating Instructions				
OPNAVINST 3750.6, Naval Aviation Safety Program				
RP 33, Fleet Oceanographic and Acoustic Reference Manual				
SECNAV M-5510.36, Department of the Navy Information Security Program				
NAVEDTRA 14031, Aviation Warfare Systems Operator 1 & C				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

E6 RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockeed P-3 Story *by David Reade*	
Adak - The rescue of Alfa Foxtrot 586 *by Andrew C. A. Jampoler*	
My Life as a Spy *by John A. Walker*	
The Hunt For Red October *by Tom Clancy*	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union *by Peter Sasqen*	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine *by Gannon McHale*	
Blind Man's Bluff: The Untold Story of American Submarine Espionage *by Sherry Sontag and Christopher Drew*	
Thirteen Days - A Memoir of the Cuban Missle Crisis *by Robert F. Kennedy*	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	

Naval Aircrewman - Operator
Chief Petty Officer
(Master)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Aircrewman Candidate School (802A) [1]	806E	C-050-1500	18 days	
Survival, Evasion Resistance, and Escape [1]	Various	A-2D-4635	12 days	
Naval Aircrewman (Operator) (AWO) Electronic Warfare Systems Course [1]	FL, Pensacola	C-230-2010	39 days	
Naval Aircrewman (Operator) Acoustic Systems Course [1]	FL, Pensacola	C-210-2014	67 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NMT [1]	982W	A-500-1000	2 Days	
PFM [1]	636N	A-950-0080	2 Days	
Tactical/Mobile (TacMobile) Watch Officer (G41A) [1]	10UM	C-101-4004 (PL)	33 days	
P-8A Acoustic Systems Specialist Aircrewman (G07A)	05ME	D-050-1218	170 days	
P-8A Electronic Warfare Operator Aircrewman (G09A)	05MG	D-050-1220	170 days	
Weapons and Tactics Instructor (777A)	751U	S-050-0836	44 days	
Aviation Electronic Warfare Operator (G29A) [1]	Whidbey Island, WA	C-050-3022 (P/L)	162 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
W21A - TOC/MTOC OPCON OPER [1]	10UK	C-101-4002 (P/L)	19 days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser [1]	Pensacola, FL	S-501-0020	33 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
G03A - MQ-4C Unmanned Aircraft System (UAS) Mission Payload Operator (MPO) [1]	11X3	D-050-3119	90 days	
G29A - Aviation Electronic Warfare Operator [1]	Whidbey Island, WA	C-050-3022 (P/L)	162 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Naval Aircrewmen Operator (AWO) are members of an integrated tactical crew aboard maritime patrol aircraft and an integrated, tactical and logistics worldwide intelligence network who produce intelligence products for aircrews in support of operations and tactical missions worldwide. They detect, analyze, classify and track surface and subsurface contacts utilizing state of the art technology. Specifically they operate advanced sonar systems utilizing sonobouys, RADAR, Electronic Support Measures (ESM), Identification Friend or Foe (IFF), and Electro Optical/Infrared Systems (EO/IR). In addition, AWO's perform aircrew duties that support mission planning, classified material handling, and training contributing directly to a squadron's ability to conduct tactical operations worldwide. Other duties specific to this rate include handling ordnance, inspecting acoustic station equipment, and operating the following mission equipment: advanced imaging multi-spectral sensor, radar for safety of flight and a hand-held camera. Prerequisites for this job are knowledge, skills and abilities attained from formal training and from relevant and/or actual experience with acoustic intelligence and analysis, and a familiarization with security protocols. Naval Aircrewmen Operator must have a final secret security clearance.

RECOMMENDED BILLET ASSIGNMENTS

P3C Update III Acoustic Sensor Operator - Operates advanced acoustic sensors in the P3C Update III aircraft.

P-8A Acoustic Systems Specialist Aircrewman - Detects, analyzes, classifies and tracks surface and subsurface contacts utilizing state-of-the-art technology. Specifically, will operate an advanced sonar system utilizing sonobouys and advanced Electro-Optical and Infrared systems. Performs aircrew duties to support mission planning, classified material handling, and training that contributes directly to a squadron's ability to conduct tactical operations worldwide. Other duties specific to this rate include handling ordnance and inspection of acoustic station mission equipment.

P3C Non-Acoustic Operator - Operates non-acoustic sensors in the P3C aircraft.

P-8A Electronic Warfare Operator Aircrewman – Detects, analyzes, classifies and tracks surface and subsurface contacts utilizing state-of-the-art technology. Operates RADAR, Electronic Support Measures, Identification Friend or Foe Interrogator and Advanced Electro-Optics and Infrared sensors. Performs aircrew duties to support mission planning, classified material handling and training that contributes directly to a squadron's ability to conduct tactical operations worldwide. Handles ordnance and inspects electronic warfare station equipment.

MQ-4C Mission Payload Operator - Operates multiple mission payload sensors for the MQ-4C Triton UAS. Specifically, will operate advanced intelligence, surveillance, and reconnaissance (ISR) systems to collect and disseminate data. Systems include MFAS radar, ESM, EO-IR, and AIS.

Weapons and Tactics Instructor – Performs in an instructor billet at Weapons Schools, Wings and Aviation Squadrons within the classroom, lab/simulator, or during flights.

Aviation Electronic Warfare Operator - Operates EW equipment in EP-3 and P-8A aircraft.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: Phone Number:

Leading Chief Petty Officer: Phone Number:

Leading Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E7 (3 Years time in service required to be eligible for advancement to E8)

Date Advanced: Eligible Advancement Date: Number of times up:

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E7) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP):   Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

   1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

   2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

   3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (https://nsips.nmci.navy.mil) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.

b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:

   1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.

   2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

      NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
      PRESIDENT
      FY-**XX ACTIVE/RESERVE** E8 ENLISTED SELECTION BOARD #**XXX**
      5640 TICONDEROGA LOOP BLDG 768 RM E302
      MILLINGTON TN 38055
      (Active = 235 / SELRES = 205 / TAR = 206)

      (Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).

d. Check https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

a. Request a **Career Development Board (CDB)** through your chain of command.

b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.

c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (https://www.cool.osd.mil/usn/) for any related credentials for which you may be qualified.

d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at https://main.prod.cetars.training.navy.mil/cetars/main.html.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Aviation Fire Fighting		
Command Duty Officer (CDO)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary if available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWO-Naval Aircrewman Operator rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	ASTM International	ASTM NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	Federal Communications Commission (FCC)	GMDSS Radio Operator License (DO)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWO-Naval Aircrewman Operator rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Computer Operator	
Radio Operator/Maintainer	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWO-Naval Aircrewman Operator Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Aircraft Mechanics and Service Technicians
Airfield Operations Specialists
Commercial Divers
Database Administrators
Emergency Management Directors
Instructional Coordinators
Intelligence Analysts
Training and Development Managers
Training and Development Specialists

Occupation (Federal Employer)
1386 - Photographic Technology Series
2152 - Air Traffic Control Series
2181 - Aircraft Operation Series
2185 - Aircrew Technician Series
2892 - Aircraft Electrician
8862 - Aircraft Attending

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

STAY NAVY

AC to AC and TAR to TAR - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):   Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/TAR

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/TAR to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

AC/TAR TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
MNA	MNA	MNA	Accept Orders	Screening
Exception Family Member	Exception Family Member	Eval	Reverse Sponsor	Obligate
Mil to Mil			Relocation (FFSC)	Bonus
Family Care Plan			Medical/Dental	
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH) *Reserve Only*	Reserve Affiliation	Request Leave / PTDY	DD 214*
	VA/DVA		

Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height   Weight   If Required (AC   BCA   )

Last 2 PRT Cycles: Forearm Plank   /   Push-ups   /   Run/Swim/Cardio   /

Overall Score   /

List date (if) any PRT/BCA failure(s) over the last 5 years   /

List if any Medical Waiver(s)   /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (CPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

NCPACE   CLEP   DSST   TA

MGIB   MGIB-SR   Post 9/11 GIB   AEV

CPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief Petty Officer Selectee Leadership Course	Command Delivered		5 days	
Chief Petty Officer Leader Development Course	Water front/ Flightline/ Various [4]	NELD-06	5 days	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.

CPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

CPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 hrs	
Senior Enlisted Academy	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

CPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

CPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

CPO RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockeed P-3 Story *by David Reade*	
Adak - The rescue of Alfa Foxtrot 586 *by Andrew C. A. Jampoler*	
My Life as a Spy *by John A. Walker*	
The Hunt For Red October *by Tom Clancy*	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union *by Peter Sasqen*	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine *by Gannon McHale*	
Blind Man's Bluff: The Untold Story of American Submarine Espionage *by Sherry Sontag and Christopher Drew*	
Thirteen Days - A Memoir of the Cuban Missle Crisis *by Robert F. Kennedy*	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	

LaDR

Naval Aircrewman - Operator
Senior Chief Petty Officer
(Master)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Naval Aircrewman Candidate School (802A) [1]	806E	C-050-1500	18 days	
Survival, Evasion Resistance, and Escape [1]	Various	A-2D-4635	12 days	
Naval Aircrewman (Operator) (AWO) Electronic Warfare Systems Course [1]	FL, Pensacola	C-230-2010	39 days	
Naval Aircrewman (Operator) Acoustic Systems Course [1]	FL, Pensacola	C-210-2014	67 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
NMT [1]	982W	A-500-1000	2 Days	
PFM [1]	636N	A-950-0080	2 Days	
Aviation Electronic Warfare Operator (G29A) [1]	Whidbey Island, WA	C-050-3022 (P/L)	162 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
G41A - Tactical/Mobile (TacMobile) Watch Officer [1]	10UM	C-101-4004 (PL)	33 days	
G07A - P-8A Acoustic Systems Specialist Aircrewman	05ME	D-050-1218	170 days	
G09A - P-8A Electronic Warfare Operator Aircrewman	05MG	D-050-1220	170 days	
777A - Weapons and Tactics Instructor	751U	S-050-0836	44 days	
W21A - TOC/MTOC OPCON OPER [1]	10UK	C-101-4002 (P/L)	19 days	
8CSC - Command Senior Chief (CMDCS) [1]	Newport, RI	A-570-4500	12 days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser [1]	Pensacola, FL	S-501-0020	33 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
G03A - MQ-4C Unmanned Aircraft System (UAS) Mission Payload Operator (MPO) [1]	11X3	D-050-3119	90 days	
G29A - Aviation Electronic Warfare Operator [1]	Whidbey Island, WA	C-050-3022 (P/L)	162 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Naval Aircrewmen Operator (AWO) are members of an integrated tactical crew aboard maritime patrol aircraft and an integrated, tactical and logistics worldwide intelligence network who produce intelligence products for aircrews in support of operations and tactical missions worldwide. They detect, analyze, classify and track surface and subsurface contacts utilizing state of the art technology. Specifically they operate advanced sonar systems utilizing sonobouys, RADAR, Electronic Support Measures (ESM), Identification Friend or Foe (IFF), and Electro Optical/Infrared Systems (EO/IR). In addition, AWO's perform aircrew duties that support mission planning, classified material handling, and training contributing directly to a squadron's ability to conduct tactical operations worldwide. Other duties specific to this rate include handling ordnance, inspecting acoustic station equipment, and operating the following mission equipment: advanced imaging multi-spectral sensor, radar for safety of flight and a hand-held camera. Prerequisites for this job are knowledge, skills and abilities attained from formal training and from relevant and/or actual experience with acoustic intelligence and analysis, and a familiarization with security protocols. Naval Aircrewmen Operator must have a final secret security clearance.

RECOMMENDED BILLET ASSIGNMENTS

P3C Update III Acoustic Sensor Operator - Operates advanced acoustic sensors in the P3C Update III aircraft.

P-8A Acoustic Systems Specialist Aircrewman - Detects, analyzes, classifies and tracks surface and subsurface contacts utilizing state-of-the-art technology. Specifically, will operate an advanced sonar system utilizing sonobouys and advanced Electro-Optical and Infrared systems. Performs aircrew duties to support mission planning, classified material handling, and training that contributes directly to a squadron's ability to conduct tactical operations worldwide. Other duties specific to this rate include handling ordnance and inspection of acoustic station mission equipment.

P3C Non-Acoustic Operator - Operates non-acoustic sensors in the P3C aircraft.

P-8A Electronic Warfare Operator Aircrewman – Detects, analyzes, classifies and tracks surface and subsurface contacts utilizing state-of-the-art technology. Operates RADAR, Electronic Support Measures, Identification Friend or Foe Interrogator and Advanced Electro-Optics and Infrared sensors. Performs aircrew duties to support mission planning, classified material handling and training that contributes directly to a squadron's ability to conduct tactical operations worldwide. Handles ordnance and inspects electronic warfare station equipment.

MQ-4C Mission Payload Operator - Operates multiple mission payload sensors for the MQ-4C Triton UAS. Specifically, will operate advanced intelligence, surveillance, and reconnaissance (ISR) systems to collect and disseminate data. Systems include MFAS radar, ESM, EO-IR, and AIS.

Tactical/Mobile (TacMobile) Ashore Analysis Systems Operator - Performs TOC/MTOC operations through utilization of tactical display, environmental, acoustic, non-acoustic and associated equipment with an emphasis on operational application. Uses TOC/MTOC analysis equipment and tactical displays. Prepares messages and conducts operational briefings and debriefings; performs analysis and reconstruction of tactical missions and forwards mission data package.

Weapons and Tactics Instructor – Performs in an instructor billet at Weapons Schools, Wings and Aviation Squadrons within the classroom, lab/simulator, or during flights.

Aviation Electronic Warfare Operator - Operates EW equipment in EP-3 and P-8A aircraft.

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Division Officer: Phone Number:

Command Master Chief: Phone Number:

Leading Chief Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E9)

Date Advanced: Eligible Advancement Date: Number of times up:

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E8) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)
Advancement:

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP):   Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

SELECTION BOARD CHECKLIST FOR SCPO PROMOTION TO MCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (https://nsips.nmci.navy.mil) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log in to (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.

b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:

1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.

2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

   NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
   PRESIDENT
   FY-**XX ACTIVE/RESERVE** E9 ENLISTED SELECTION BOARD #**XXX**
   5640 TICONDEROGA LOOP BLDG 768 RM E302
   MILLINGTON TN 38055
   (Active = 210 / SELRES = 205 / TAR = 206)

   (Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).

d. Check https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

a. Request a **Career Development Board (CDB)** through your chain of command.

b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.

c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (https://www.cool.osd.mil/usn/) for any related credentials for which you may be qualified.

d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at https://main.prod.cetars.training.navy.mil/cetars/main.html.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Aviation Fire Fighting		
Command Duty Officer (CDO)		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary if available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWO-Naval Aircrewman Operator rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	ASTM International	ASTM NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	Federal Communications Commission (FCC)	GMDSS Radio Operator License (DO)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWO-Naval Aircrewman Operator rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Computer Operator	
Radio Operator/Maintainer	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWO-Naval Aircrewman Operator Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Aircraft Mechanics and Service Technicians
Airfield Operations Specialists
Commercial Divers
Database Administrators
Emergency Management Directors
Instructional Coordinators
Intelligence Analysts
Training and Development Managers
Training and Development Specialists

Occupation (Federal Employer)
1386 - Photographic Technology Series
2152 - Air Traffic Control Series
2181 - Aircraft Operation Series
2185 - Aircrew Technician Series
2892 - Aircraft Electrician
8862 - Aircraft Attending

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

STAY NAVY

AC to AC and TAR to TAR - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):   Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/TAR

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/TAR to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

AC/TAR TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
MNA	MNA	MNA	Accept Orders	Screening
Exception Family Member	Exception Family Member	Eval	Reverse Sponsor	Obligate
Mil to Mil			Relocation (FFSC)	Bonus
Family Care Plan			Medical/Dental	
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH) *Reserve Only*	Reserve Affiliation	Request Leave / PTDY	DD 214*
	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height _____ Weight _____ If Required (AC _____ BCA _____)

Last 2 PRT Cycles: Forearm Plank _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (SCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

NCPACE   CLEP   DSST   TA

MGIB   MGIB-SR   Post 9/11 GIB   AEV

SCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Senior Enlisted Academy [4]	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - NAVADMIN 266/14 As of FY 2017, all newly selected AC and SELRES SCPOs will be required to complete SEA to be eligible for advancement.

SCPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

SCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
CMDCM/COB Leadership Course (Must have FLTCM or FORCM recommendation)	Navy e-Learning/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-2.0 / US DoN	10 hrs	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

SCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

SCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

SCPO RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockeed P-3 Story *by David Reade*	
Adak - The rescue of Alfa Foxtrot 586 *by Andrew C. A. Jampoler*	
My Life as a Spy *by John A. Walker*	
The Hunt For Red October *by Tom Clancy*	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union *by Peter Sasqen*	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine *by Gannon McHale*	
Blind Man's Bluff: The Untold Story of American Submarine Espionage *by Sherry Sontag and Christopher Drew*	
Thirteen Days - A Memoir of the Cuban Missle Crisis *by Robert F. Kennedy*	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	

LaDR
NAVY LEARNING and DEVELOPMENT ROADMAP

Naval Aircrewman - Operator
Master Chief Petty Officer
(Master)

NAME:

SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See initial skills training from E1-E8 section [1]				
Naval Aircrewman (Operator) (AWO) Electronic Warfare Systems Course [1]	FL, Pensacola	C-230-2010	39 days	
Naval Aircrewman (Operator) Acoustic Systems Course [1]	FL, Pensacola	C-210-2014	67 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Aviation Electronic Warfare Operator (G29A) [1]	Whidbey Island, WA	C-050-3022 (P/L)	162 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
G41A - Tactical/Mobile (TacMobile) Watch Officer [1]	10UM	C-101-4004 (PL)	33 days	
777A - Weapons and Tactics Instructor	751U	S-050-0836	44 days	
8CMC - Command Master Chief (CMC)/Chief of the Boat (COB) [1]	Newport, RI	A-570-4500	12 days	
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
G29A - Aviation Electronic Warfare Operator [1]	Whidbey Island, WA	C-050-3022 (P/L)	162 Days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Naval Aircrewmen Operator (AWO) are members of an integrated tactical crew aboard maritime patrol aircraft and an integrated, tactical and logistics worldwide intelligence network who produce intelligence products for aircrews in support of operations and tactical missions worldwide. They detect, analyze, classify and track surface and subsurface contacts utilizing state of the art technology. Specifically they operate advanced sonar systems utilizing sonobouys, RADAR, Electronic Support Measures (ESM), Identification Friend or Foe (IFF), and Electro Optical/Infrared Systems (EO/IR). In addition, AWO's perform aircrew duties that support mission planning, classified material handling, and training contributing directly to a squadron's ability to conduct tactical operations worldwide. Other duties specific to this rate include handling ordnance, inspecting acoustic station equipment, and operating the following mission equipment: advanced imaging multi-spectral sensor, radar for safety of flight and a hand-held camera. Prerequisites for this job are knowledge, skills and abilities attained from formal training and from relevant and/or actual experience with acoustic intelligence and analysis, and a familiarization with security protocols. Naval Aircrewmen Operator must have a final secret security clearance.

RECOMMENDED BILLET ASSIGNMENTS

Tactical/Mobile (TacMobile) Watch Officer – Provides leadership and management control of TOC/MTOC operational watch teams and CV-TSC operational watch teams through employment of unique Command, Control, Communications, Computers and Intelligence (C4I) Systems and techniques which will assist Task Group Commanders in planning and executing assigned missions within the Navy Command and Control System (NCCS), Joint Maritime Command Information System (JMCIS), and Global Command and Control Systems-Maritime (GCCS-M) networks.

Weapons and Tactics Instructor – Performs in an instructor billet at Weapons Schools, Wings and Aviation Squadrons within the classroom, lab/simulator, or during flights.

3-M System Coordinator - Responsible for the coordination of all facets of maintenance and material management (3-M) systems. Must possess the ability to implement, evaluate, and coordinate the ship's planned maintenance systems (PMS). As the Maintenance Data Systems (MDS) manager, the 3-M coordinator must possess the ability to operate and effectively manage the MDS. The 3-M Systems Coordinator also serves as the ship's availability manager.

Command Master Chief - Performs as the principle enlisted advisor to their respective commander/commanding officers under the provisions of OPNAVINST 1306.2 (series).

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address

QD Phone Number:

Mobilization UIC:

Naval Reserve Activity:

Commanding Officer: Phone Number:

Executive Officer: Phone Number:

Command Master Chief: Phone Number:

Department Head: Phone Number:

Division Officer: Phone Number:

Leading Chief Petty Officer: Phone Number:

Sponsor/Mentor: Phone Number:

Depart/Division Career Counselor: Phone Number:

Date of Initial Entry to Military Service (DIEMS):   Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E9) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360:   Special Program: Member Request:

HYT 24 months (Date):   HYT Waiver Date: ☐ Approve   ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP):   Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Aviation Fire Fighting		
Personnel Qualification Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Naval Aircrew Warfare Specialist (Primary)		
Aviation Warfare Specialist (Secondary)		
Surface Warfare Specialist (Tertiary if available)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

Navy Retention and Career Development Tools are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - https://www.cool.osd.mil/usn/
USMAP - https://usmap.osd.mil/
MilGears - https://milgears.osd.mil/

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the AWO-Naval Aircrewman Operator rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E4	ASTM International	ASTM NCATT Foreign Object Elimination (FOE)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	Federal Communications Commission (FCC)	GMDSS Radio Operator License (DO)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the AWO-Naval Aircrewman Operator rating.

For more information about these apprenticeships, visit USMAP at https://usmap.osd.mil/index.htm.

Apprenticeship	Date Completed
Computer Operator	
Radio Operator/Maintainer	

MilGears: MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit https://milgears.osd.mil/.

These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.

POST MILITARY OCCUPATIONS

The following post military occupations are similar to the AWO-Naval Aircrewman Operator Rating. For more information about these occupations, visit NAVY COOL at https://www.cool.osd.mil/usn/.

Occupation (Civilian Employer)
Aircraft Mechanics and Service Technicians
Airfield Operations Specialists
Commercial Divers
Database Administrators
Emergency Management Directors
Instructional Coordinators
Intelligence Analysts
Training and Development Managers
Training and Development Specialists

Occupation (Federal Employer)
1386 - Photographic Technology Series
2152 - Air Traffic Control Series
2181 - Aircraft Operation Series
2185 - Aircrew Technician Series
2892 - Aircraft Electrician
8862 - Aircraft Attending

SkillBridge: The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit https://skillbridge.osd.mil/index.htm.

STAY NAVY

AC to AC and TAR to TAR - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):   Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

RC to AC/TAR

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):   Bonus: Ceremony:

AC/TAR to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/TAR) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/TAR to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

AC/TAR TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
MNA	MNA	MNA	Accept Orders	Screening
Exception Family Member	Exception Family Member	Eval	Reverse Sponsor	Obligate
Mil to Mil			Relocation (FFSC)	Bonus
Family Care Plan			Medical/Dental	
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only			
	VA/DVA		

*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height _____ Weight _____ If Required (AC _____ BCA _____)

Last 2 PRT Cycles: Forearm Plank _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____

Overall Score _____ / _____

List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____

List if any Medical Waiver(s) _____ / _____

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (MCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the
Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

Goal: Date: AA/AS   BA/BS   Master
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits   American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts   College Transcripts

Date Degree Obtained: AA/AS   BA/BS   Master   Doctorate

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests
are located on the DANTES website https://www.dantes.doded.mil/**

NCPACE   CLEP   DSST   TA

MGIB   MGIB-SR   Post 9/11 GIB   AEV

MCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Joint Professional Military Education (JPME)	War College	Military DON / PME	40 hrs	
Senior Enlisted Academy [4]	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - Course remains a requirement to become a Command Master Chief/Chief of the Boat.

MCPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

MCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Senior Enlisted Leadership Development Guide	Navy e-Learning			
CMDCM/COB Leadership Course (Must have fleet recommendation)	MNP/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Selection Board Members and Recorders [4]	TWMS		1 hour	
Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.
4 - Required for selection board members and recorders

Courses with Recommended Reserve Points:
Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

MCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

MCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Professional-Reading-Program/

READINESS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/ for more information.		
Foundational	**Advanced**	**Capstone**
Ghost Fleet – *Singer*	Matterhorn - *Marlantes*	Leaders Eat Last - *Sinek*
Guide to Maritime Strategy – *Holmes*	Red Star Over the Pacific - *Holmes & Yoshihara*	Mindset: Psych of Success - *Dweck*
Neptune's Inferno - *Hornfischer*	Seapower: Guide for 21st Century - *Till*	The Infinite Game - *Sinek*
Six Frigates – *Toll*	The Leader's Bookshelf - *Stavridis*	What is it Like to go to War - *Marlantes*

CAPABILITIES

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/ for more information.		
Foundational	**Advanced**	**Capstone**
AI Basics - *Taulli*	Fifth Domain: Cyber - *Clarke*	Deep Thinking: AI - *Kasparov*
Army of None - *Scharre*	Human Compatible - *Russell*	Four Global Forces - *Dobbs*
Burn-In - *Singer*	New Rules of War - *McFate*	Genius Weapons - *DelMonte*
The Future of War - *Freedman*	The Perfect Weapon - *Sanger*	Inevitable - *Kelly*
The Next 100 Years - *Friedman*		

CAPACITY

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/ for more information.		
Foundational	**Advanced**	**Capstone**
Fearless-SEAL Team Six - *Blehm*	American Naval Thinking - *Haynes*	End of Grand Strategy - *Dombrowski*
One Nation Under Drones - *Jackson*	Fleet Tactics - *Hughes*	Our Robots Our Selves - *Mindell*
The Fleet at Flood Tide - *Hornfischer*	Just and Un-Just Wars - *Walzer*	Second Most Powerful Man - *O'Brien*
Tin Can Sailors - *Hornfischer*	Seapower - *Stavridis*	The Future of Violence - *Wittes*

SAILORS

Visit https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/ for more information.		
Foundational	**Advanced**	**Capstone**
Dichotomy of Leadership - *Willink*	A Tactical Ethic - *Couch*	Fortune Favors Boldness - *Costello*
Ego is the Enemy - *Holiday*	Character Gap - *Miller*	No Pity - *Shapiro*
How to be an Anti-Racist - *Kendi*	Fed Up - *Hartley*	Road to Character - *Brooks*
Tiny Habits - *Fogg*	Military Ethics - *Lucas*	The Honest Truth about Dishonesty - *Aire*
We Can't Talk About That at Work - *Winters*	Sexual Minorities and Politics - *Pierceson*	The New Jim Crow - *Alexander*
	Start with Why - *Sinek*	

MCPON's Suggested Reading

Visit https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/ for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - *Carson, Shepard, Young*	Happiness Advantage - *Achor*	Starship Troopers - *Heinlein*
Blink: Power of Thinking - *Gladwell*	Jonathan L. Seagull - *Bach*	Team of Teams - *McChrystal, Collins, Silverman, Fussell*
Brave New World - *Huxley*	Only Women in the Room - *Benedict*	The Captain Class - *Walker*
Cannonball! - *Yates*	Overcome - *Redman*	The Good Shepherd - *Forester*
Class 11 - *Waters*	Perform Under Pressure - *Evans*	The Old Man's Trail - *Campbell*
Descent Into Darkness - *Raymer*	Run Silent, Run Deep - *Beach*	Tragedy at Honda Point - *Lockwood*
Duty: A Memoir - *Gates*	Shoot the Women First - *MacDonald*	We Die Alone - *Howarth*

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

MCPO RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion - The Lockeed P-3 Story *by David Reade*	
Adak - The rescue of Alfa Foxtrot 586 *by Andrew C. A. Jampoler*	
My Life as a Spy *by John A. Walker*	
The Hunt For Red October *by Tom Clancy*	
Stalking the Red Bear - The True Story of a U.S. Cold War Submarine's Covert Operations Against the Soviet Union *by Peter Sasqen*	
Stealth Boat - Fighting The Cold War in a Fast Attack Submarine *by Gannon McHale*	
Blind Man's Bluff: The Untold Story of American Submarine Espionage *by Sherry Sontag and Christopher Drew*	
Thirteen Days - A Memoir of the Cuban Missle Crisis *by Robert F. Kennedy*	
Janes - Fighting Ships	
Janes - Marine Propulsion	
Janes - All of the World's Aircraft	
Janes - Underwater Warfare Systems	

Note: Prior to considering any pursuit of off duty education or program enrollment contact the Navy College Virtual Education Center (NCVEC) or visit your Overseas Navy College Office.

You must complete the Tuition Assistance Training before your first course will be approved.

Complete the online courses at the Navy College Website: http://www.navycollege.navy.mil/

How do I get started?

You already have. All your training up to this point is part of your Naval Aircrewman - Operator Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next step is to contact the Navy College Virtual Education Center or visit your Overseas Navy College Office. Then your counselors will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there: Traditional or Online? What are my next steps: Transfer credits, take exams, have experience evaluated, or sign up for new courses?

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR AWO

Recommended Associates' degrees for the Airman
Oceanography, Chemical and Physical
Aeronautical/Aerospace Engineering Technology/Technician
Liberal Arts and Sciences/Liberal Studies
Electromechanical/Electromechanical Engineering Technology/Technician

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR AWO

Recommended Bachelors/Masters degrees for the Airman
Aerospace, Aeronautical, and Astronautical/Space Engineering, General
Science/Technology Management
Organizational Leadership

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page:

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's - Recruiting, Readiness, Retention, and Respect - the NCP signifies Navy's commitment to education by improving enlistment appeal; demonstrating Navy service and achieving a college degree are compatible; helping Sailors apply themselves to new situations and challenges and better preparing them for advancement; building up Sailors' self-image; and producing higher quality Sailors.

- More information is available online at: https://www.navycollege.navy.mil

Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed $250/credit for semester hours or 18-quarter hours not-to-exceed $166.67/credit for quarter hours or, 180 clock hours not-to-exceed $16.67/clock hours or a combination of semester, quarter and clock hours.

- More information is available online at: https://www.navycollege.navy.mil

Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: https://jst.doded.mil/

The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx.

Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system. For specific testing locations visit the DANTES website.

- Navy College Program: https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm
- DANTES: http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html

College Entrance Exams Testing ACT, SAT

The ACT and SAT are both standardized tests that help colleges evaluate candidates. Many colleges require that students submit test results as part of the admission application process. Since Sailors are considered transfer students, these tests are not generally required for admission. However, some Sailors must take the tests to enter specific military programs.

- Navy College Program (ACT SAT): http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm
- DANTES (ACT SAT): http://www.dantes.doded.mil/examinations/college-admissions/act.html

SAMPLE DEGREE PLAN

	Florida Community College		
	NCPDLP ROADMAP		

A.S. INDUSTRIAL MANAGEMENT TECHNOLOGY

RATING:

Other Degree Requirements: *Remediation / SLS / Pre-reqs if Needed*
Residency: 25% coursework must be completed at FCCJ (in-class or DL).

~ School Degree Information ~

COURSE NUMBER/TITLE	CREDITS NEEDED	SERVICE SCHOOL	MOS	CLEP	DSST	EXCELSIOR	DL	SOC CRS. Cat.#
~GENERAL EDUCATION								
ENC 1101 - English Composition I	3		-	ENC1101	-	ENC1101	Y	EN024A
Social Science	3		-	Y	Y	Y	Y	TBD
Mathematics	3		-	Y	Y	-	Y	TBD
Humanities	3		-	Y	Y	-	Y	TBD
Natural Science	3		-	Y	Y	Y	Y	TBD
~PROFESSIONAL COURSES								
MAN 2021 - Principles of Management	3	E7-E9		MAN2021			Y	MG101A
BCN2732: OSHA Safety	3						N	ET069A
GEB 1011 - Introduction to Business	3				GEB1011		Y	BU001A
OST1581:Professional Development in the Work Environment	3						Y	
MAN2125:Supervision & Performance Improvement	3						Y	
ENC2210: Technical Report Writing	3						Y	EN032A
CGS 1100 - Microcomputer Applications	3	E6-E9					Y	OF033A
~PROFESSIONAL ELECTIVES - minimum 24 hours								
	E3	**E4**	**E5**	**E6**	**E7**	**E8**	**E9**	
ACE Recommended from MOS / Rate:								
Military Credits	7	13	13	17	16	16	16	
Credit from Service School:								
Recruit Training	2	2	2	2	2	2	2	
A-School (if attended)								
C-Schools (if attended)			Credit based on individual evaluation					
Total Elective Hours————————————	9	15	15	19	18	18	18	
Total Credits Awarded *	9	15	15	22	24	24	24	
TOTAL CREDITS NEEDED (60 s.h.)	51	45	45	38	36	36	36	

* Disclaimer: Please be aware that this is a sample and a Sailor's actual credit awarded may vary depending on the ACE recommendation in effect at the time of their training. This is an unofficial preview of how credit from prior learning and military experience may be applied toward this degree option. It is subject to change upon official evaluation by Florida Community College, Military Education Institute (800) 700-2795, military@fccj.edu.

Florida Community College
Military Education Institute
601 West State Street
Jacksonville, FL 32202
800-700-2795   FAX: 904-632-5073
Email: military@fccj.edu

REFERENCES

Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878L
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Program (TAP) OPNAVINST 1900.2(series) (Initiate a DD-2648E-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

Enlisted Administrative Separations:

- Separation by Reason of Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Separation by Reason of Misconduct -Drug Abuse MILPERSMAN 1910-146
- Separation by Reason of Convenience of the Government -Early release to further education MILPERSMAN 1910-108
- Administrative Separation (ADSEP) Policy and General Information MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) MILPERSMAN 1160-120
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Department of the Navy (DON) Policy on Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Separation by Reason of Convenience of the Government -Personality Disorder MILPERSMAN 1910-122
- Separation by Reason of Physical Fitness Assessment (PA) Failure MILPERSMAN 1910-170
- Separation by Reason of Misconduct - Commission of a Serious Offense MILPERSMAN 1910-142
- Separation by Reason of Unsatisfactory Performance MILPERSMAN 1910-156

Advancement & Service Schools:

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

Education Advancement & Service Schools:

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

Diversity, Equity and Inclusion, and Anti-Extremism:

- Diversity, Equity and Inclusion: https://diversity.defense.gov
- DOD Diversity and inclusion Management Program DODI 1020.05(series)

Other Quick References:

- Awards Manual (SECNAVINST 1650.1(Series)
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2